

Breach of Contract Inquiry

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally inquire regarding a potential breach of contract concerning our agreement dated [insert contract date]. It has come to our attention that [briefly describe the nature of the breach].

As per the terms outlined in Section [insert section number] of our agreement, we expected [describe the expectations as per the contract]. However, [explain the current situation and how it deviates from the agreement].

We kindly ask for your prompt response regarding this matter. Please provide clarification on this issue by [insert response deadline], so we can resolve this situation amicably.

Thank you for your immediate attention to this matter. We look forward to your swift reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Phone Number]

[Your Email]