

Procurement Agreement Breach Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally acknowledge the breach of the Procurement Agreement dated [insert agreement date] between [Your Company Name] and [Recipient's Company Name].

Details of the breach include:

- [Description of the breach]
- [Additional details if necessary]

In accordance with the terms of the agreement, we request that you address this breach immediately by [insert required action, e.g., providing the necessary documentation, rectifying the failure, etc.].

We appreciate your prompt attention to this matter and look forward to your swift response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]