

Letter of Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally acknowledge the breach of the service delivery contract dated [Insert Contract Date] between [Your Company Name] and [Recipient's Company Name]. It has come to our attention that [specific details of the breach, e.g., delays, non-performance].

We take this matter seriously and would like to request a meeting to discuss the implications and possible resolutions regarding this breach. Our goal is to ensure that we can continue our partnership on solid ground.

Please provide your availability for a meeting by [Insert Date]. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]