

Follow-Up Letter: Service Delivery Contract Breach Resolution

Date: [Insert Date]

To,

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on our previous correspondence regarding the breach of the service delivery contract dated [Insert Contract Date]. As we discussed, the identified issues include [Briefly list the issues].

We are eager to resolve this matter promptly and would appreciate your thoughts on a possible meeting or a call to discuss the next steps. Please let us know your availability so we can work towards a resolution.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]