

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Rectification of Service Delivery Contract Breach**

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally address a matter regarding the service delivery contract dated [insert contract date] between [Your Company/Organization Name] and [Recipient Company/Organization Name].

It has come to my attention that there have been breaches in the terms of our agreement, specifically [describe the specific breaches briefly]. These issues have affected our operations and have resulted in [briefly explain the impact].

In accordance with the terms outlined in our contract, I kindly request that you take immediate action to rectify these breaches by [specify any necessary corrective actions or deadlines]. We believe that timely intervention will help restore our working relationship and ensure our mutual obligations are met.

Please let me know a convenient time for us to discuss this matter further. I look forward to your prompt response so we can resolve these issues amicably.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]