

Letter of Clarification Regarding Breach of Contract Terms

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally clarify matters regarding our contract dated [Insert Contract Date] related to [Briefly Describe the Contract Purpose]. It has come to my attention that there have been instances that may constitute a breach of the terms established in our agreement.

Specifically, [Describe the Breach Clearly, Including Dates and Details]. According to Section [Insert Section Number] of our contract, it states that [Insert Relevant Clause]. As these terms have not been met, I believe it is important to address this matter promptly.

To resolve these issues, I propose [Insert Proposed Solution or Next Steps]. I appreciate your attention to this matter and hope to reach a satisfactory resolution soon.

Please feel free to contact me directly at [Your Phone Number] or [Your Email] to discuss this further. Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position, if applicable]