

Immediate Action Required: Breach of Contract Settlement

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Immediate Action Required for Breach of Contract

I am writing to formally address a breach of contract that has occurred between our parties regarding [briefly describe the contract or agreement, e.g., "the Service Agreement dated [insert date]"]. It has come to my attention that [describe the specific breach, e.g., "you have failed to deliver the agreed-upon services by the specified deadline"].

As a result, I request that you take immediate action to rectify this situation. Specifically, I ask that you [list the actions required, e.g., "complete the delivery of services by [insert date]"]. Failure to resolve this matter by [insert a clear deadline] may leave me with no option but to pursue further action to protect my interests.

Please respond to this letter within [insert timeframe, e.g., "seven (7) days"] to confirm receipt and outline your proposed steps for resolution. I hope we can resolve this matter amicably and continue our professional relationship.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]
[Your Title or Position, if applicable]