

# Response to Breach of Contract Allegations

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],**

I am writing in response to your letter dated [Insert Date of Allegation Letter], in which you allege that I have breached our contract dated [Insert Contract Date]. I take these allegations seriously and would like to address them directly.

Upon reviewing the terms of our agreement, I respectfully disagree with the claims made in your letter. [Briefly outline your position regarding the allegations, including relevant clauses from the contract that support your case].

It is my intention to resolve this matter amicably and constructively. I would appreciate the opportunity to discuss this with you further at your earliest convenience. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title, if applicable]