

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Explanation of Actions Following Settlement Breach

Dear [Recipient's Name],

I am writing to address the recent breach of the settlement agreement dated [insert date of settlement]. I understand the importance of adhering to the terms and conditions set forth in the agreement and take full responsibility for the oversights that have occurred.

On [insert date], due to [briefly explain reason for breach], I was unable to meet the requirements outlined in the settlement. This situation was unforeseen and not intended as a disregard for our agreement. I acknowledge the impact that this has on our relationship and the importance of complying with the terms established.

To remedy this breach, I have taken the following steps:

- [Action 1]
- [Action 2]
- [Action 3]

I am fully committed to resolving this issue and ensuring that it does not happen again in the future. I appreciate your understanding and cooperation as we navigate this situation.

Thank you for your attention to this matter. I look forward to your response and am hopeful for a resolution that works for both parties.

Sincerely,

[Your Name]