

Letter of Acknowledgment of Contract Breach

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the breach of our contract dated [Insert Contract Date]. It has come to my attention that [briefly describe the breach].

To resolve this issue, I propose the following solution: [briefly outline the proposed solution]. I believe this will help us move forward positively and restore our working relationship.

I would appreciate a response to this proposal by [Insert Response Deadline]. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]