

Letter of Explanation for Contract Breach

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally address the matter regarding the breach of our contract dated [Insert Contract Date]. It has come to my attention that [Briefly describe the nature of the breach].

We understand the impact this may have and are committed to resolving this issue promptly. To rectify the situation, we propose the following resolution: [Outline proposed resolution steps].

We appreciate your understanding and cooperation in this matter. Please let us know a convenient time for you to discuss this further. We hope to resolve this amicably and continue our business relationship.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]