

Final Request for Resolution of Contract Breach

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address the ongoing issues concerning our contract dated [insert contract date], which we believe has been breached. Despite previous communications regarding this matter, we have yet to receive a satisfactory resolution.

As per our agreement, [briefly outline specific terms that have not been met]. This breach has resulted in [mention any repercussions or damages incurred].

This letter serves as our final request for resolution. We kindly ask that you address this matter no later than [insert deadline, e.g., 14 days from the date of this letter]. If we do not receive a response or an adequate solution within this timeframe, we may have to consider taking further action, including but not limited to legal proceedings.

We value our relationship and hope for an amicable resolution. Please feel free to contact me directly at [your phone number] or [your email address] to discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]

[Your Company Name (if applicable)]