

Letter of Explanation and Apology for Breach of Contract

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apologize for the breach of contract that occurred on [specific date]. Unfortunately, due to [brief explanation of circumstances leading to the breach], we were unable to fulfill our obligations as agreed upon in the contract.

I understand the importance of this contract and the impact that my failure to meet the terms may have had on your company. I take full responsibility for this oversight and want to assure you that this was not my intention.

To remedy this situation, I am proposing [outline your plan for resolving the breach/future actions to prevent recurrence]. I believe this will help restore our professional relationship and ensure that we can move forward together positively.

Once again, I sincerely apologize for any inconvenience this may have caused. Thank you for your understanding and patience during this time. I look forward to your response and hope to resolve this matter as soon as possible.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]