

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Recipient Name
Recipient's Title
Company Name
Company Address
City, State, ZIP Code

Dear [Recipient Name],

I am writing to formally apologize for the breach of contract that occurred on [specific date or duration of breach]. It was not my intention to violate our agreement, and I deeply regret the inconvenience my actions have caused.

We value our relationship and are committed to resolving this matter promptly. To remedy the situation, I propose [specific solution or action you will take].

Thank you for your understanding and patience in this matter. I assure you that we are taking steps to prevent this from happening again in the future. Please feel free to reach out to me directly at [your phone number] or [your email] if you wish to discuss this further.

Sincerely,
Your Name