

Service Level Agreement Breach Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of a breach of the Service Level Agreement (SLA) established between our companies on [Insert Agreement Date]. As per the terms of the SLA, we are obligated to inform you of any non-compliance or lapse in service delivery.

The details of the breach are as follows:

- **Date of Breach:** [Insert Date]
- **Service Affected:** [Insert Service]
- **Description of the Breach:** [Insert Description]
- **Impact of the Breach:** [Insert Impact]

We understand the importance of resolving this issue promptly and are committed to taking the necessary steps to rectify the situation. We propose the following actions to address the breach:

1. [Action 1]
2. [Action 2]
3. [Action 3]

We appreciate your understanding and cooperation in this matter. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]