

# Breach of Contract Acknowledgement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the breach of contract regarding [specific details of the contract, e.g., service/product], originally executed on [contract date] between [Your Name/Your Company] and [Recipient's Name/Recipient's Company].

The breach occurred on [date of breach] due to [brief description of the breach, e.g., non-performance, non-payment]. As per the terms of our agreement, this breach has resulted in [mention any consequences of the breach, e.g., damages, loss].

I kindly request that you address this issue by [specific resolution sought, e.g., fulfilling obligations, making payment] by [deadline]. Failure to do so may lead me to consider further actions to protect my interests.

Please acknowledge receipt of this letter. I look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company, if applicable]