

Response to Alleged Breach of Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing in response to your letter dated [insert date of their letter], regarding the alleged breach of contract related to [briefly describe the contract].

Firstly, I would like to express my desire to resolve this matter amicably and clarify my position regarding the claims made. [Insert your explanation and any relevant details in relation to the alleged breach.]

Furthermore, I would like to propose the following steps to resolve this issue: [propose any actions or resolutions you believe are appropriate].

Thank you for your attention to this matter. I look forward to your prompt response and hope we can reach a satisfactory resolution.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company, if applicable]