

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 hope this message finds you well. I am writing to seek clarification regarding certain terms of our contract dated [Contract Date], specifically in relation to the alleged breach of contract.

It has come to my attention that [specific issue or behavior that constitutes a breach] has occurred. I wish to understand your perspective on this matter, as well as any relevant details or evidence that may explain the situation.

Clear communication is paramount to ensuring both parties uphold their contractual obligations. I kindly request a meeting or a written response addressing this issue by [specific date].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]