

Letter of Breach of Contract Acknowledgment and Resolution Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally acknowledge the breach of contract that occurred on [insert breach date] regarding [insert brief description of the contract]. As per the terms outlined in our agreement dated [insert contract date], the following obligations were not met: [insert specific details of the breach].

In light of this situation, I propose the following resolution to rectify the breach:

- [Proposed Resolution 1]
- [Proposed Resolution 2]
- [Proposed Resolution 3]

I believe these steps can help us move forward and restore our contractual relationship. I am open to discussing these proposals or considering alternative solutions that you may suggest.

Please feel free to contact me at your earliest convenience to discuss this matter further. Thank you for your attention to this important issue.

Sincerely,

[Your Name]