

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[Recipient City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Contract Issues

I am writing to formally bring to your attention certain issues that have arisen regarding our contract dated [Contract Date]. It has come to our notice that [describe the specific issues or breaches related to the contract].

As per the terms outlined in the contract, we are seeking to address these matters promptly. We believe it is in the best interest of both parties to resolve this issue in a timely and amicable manner.

Please let us know a suitable time for discussion or if you require any additional information to facilitate resolution.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]