

Letter of Acceptance of Contract Breach

Date: [Insert 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 that occurred on [Insert Date of Breach] regarding [Briefly Describe Contract]. After careful consideration, I accept the breach and wish to discuss the potential consequences and next steps.

The breach has resulted in [Explain Consequences, e.g., financial loss, reputational damage, etc.]. As such, I believe it is essential for us to meet and discuss the ramifications of this situation and how we can address it moving forward.

Please let me know your availability for a meeting. I hope to resolve this matter amicably and find a suitable way forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]