

Letter of Acknowledgment of Contract Breach

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally acknowledge the breach of contract regarding [Specify Contract Name or Number] dated [Insert Date]. It has come to my attention that [Describe the specific breach and circumstances].

According to the terms outlined in our agreement, this breach clearly infringes upon our contractual obligations. As a result, I kindly request that we engage in discussions to resolve this matter amicably. I believe it is in our mutual interest to address this issue promptly.

Please contact me at your earliest convenience to schedule a meeting or provide your proposed resolution to this situation. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]