

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

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

Dear [Recipient Name],

Subject: Response to Breach Notification

Thank you for your notification dated [Date of Breach Notification] regarding the alleged breach of our contract dated [Contract Date]. We take such matters seriously and appreciate your diligence in bringing this to our attention.

Our team is currently reviewing the specifics of your notification and we wish to assure you that we are committed to addressing this issue promptly. We recognize the importance of maintaining our contractual obligations and will take the necessary steps to investigate this matter further.

We would appreciate if you could provide any additional details or documentation that may assist in our review. We aim to resolve this issue amicably and hope to continue our professional relationship.

Thank you for your understanding and patience in this matter. We will keep you updated on our progress and expect to respond in full by [Response Timeline].

Best regards,

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