

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Recipient Title  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the recent breach of contract pertaining to [specific contract details]. As you may be aware, the situation has resulted in [briefly describe the impact or damages incurred].

- [Proposed Term 1]
- [Proposed Term 2]
- [Proposed Term 3]

It is in our mutual interest to resolve this matter amicably. I believe that by reaching a fair agreement, we can move forward positively. I am open to discussing this further and finding a resolution that works for both parties.

Please feel free to contact me at your earliest convenience to schedule a meeting or discuss this via phone. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]