

Response to Contract Breach

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing in response to your notification regarding the breach of our contract dated [Insert Contract Date]. We take this matter seriously and have reviewed the concerns raised in your correspondence.

Upon our review, we acknowledge the circumstances surrounding the breach and propose the following remedy to address the situation:

- Rectification of the breach by [describe specific remedy, e.g., delivering outstanding goods, making payment, etc.], to be completed by [insert deadline].
- Compensation for any losses incurred as a result of the breach, amounting to [insert amount, if applicable].
- A detailed action plan to prevent future occurrences, which includes [briefly outline steps or measures].

We are committed to maintaining a professional relationship and ensuring compliance with our contractual obligations. Please confirm your acceptance of this proposed remedy by [insert response deadline].

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

Sincerely,

[Your Signature]

[Your Printed Name]