

# Escalation Letter for Breach of Contract

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

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

Dear [Recipient Name],

I am writing to formally notify you of a breach of contract regarding [Brief Description of Contract] entered into on [Contract Date]. Despite our previous communications on [Dates of Communications], the matter remains unresolved.

The specifics of the breach include:

- [Detail the specific breach(s)]
- [Additional details, if necessary]

As we value our relationship, we would like to request an immediate resolution to this matter. Please respond by [Response Deadline Date] to avoid escalation.

Thank you for your prompt attention to this issue. I look forward to your swift response.

Sincerely,

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