

Inquiry Regarding Breach of Service Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inquire about a potential breach of our service contract dated [Insert Contract Date]. It has come to my attention that certain terms outlined in the agreement have not been fulfilled, specifically [describe the specific breaches and instances if applicable].

As per the terms of the contract, I would appreciate a response regarding how you plan to address this matter. Please provide clarification on the following points:

- [Point 1]
- [Point 2]
- [Point 3]

Thank you for your prompt attention to this matter. I look forward to your response by [insert a specific date].

Sincerely,

[Your Name]