

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

Recipient's Name  
Recipient's Position  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request a resolution regarding a violation of our contract dated [Contract Date]. It has come to my attention that [briefly describe the issue, e.g., specific clause violated, missed deadlines, etc.].

As per our agreement, I believe it is important to address this matter in order to ensure compliance and maintain the integrity of our professional relationship. I kindly ask that you respond by [insert a response date] with your proposed steps to resolve this issue.

I appreciate your prompt attention to this matter and look forward to your reply.

Sincerely,  
[Your Name]