

[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],

Subject: Justification for Breach of Contract

I hope this letter finds you well. I am writing to formally address the circumstances surrounding the breach of contract that occurred on [date of breach] regarding [brief description of the contract].

The reason for this breach is [explain the reason for the breach, including any unforeseen circumstances or relevant details]. Despite our commitment to fulfill our obligations, [provide specific examples or evidence that supports your justification].

I recognize the importance of adhering to our agreement and assure you that this situation was not taken lightly. [Optional: mention any steps taken to mitigate the breach or rectify the situation].

I appreciate your understanding in this matter and would like to discuss possible solutions moving forward. Please feel free to contact me at your earliest convenience to arrange a meeting.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position, if applicable]