

[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]

Subject: Response to Breach of Contract Notification

Dear [Recipient Name],

I hope this letter finds you well. I am writing in response to your notification dated [Date of Notification], regarding the alleged breach of contract concerning [specific details about the contract, such as the date, nature, and parties involved].

[Paragraph explaining your position on the breach, including any context or reasons why you believe a breach has not occurred, or if applicable, acknowledging the breach and explaining circumstances surrounding it.]

To resolve this matter amicably, I propose [suggest a resolution or action you believe would rectify the situation, such as an extension, payment, or another form of compensation].

I appreciate your understanding and look forward to your prompt response so we can address this situation satisfactorily.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company Name, if applicable]