

[Print of Address]

<<Recipient's Name>>
<<Company / Business Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

Under a contract between <<insert name of Party 2>>, dated <<insert date of Agreement>> (the description of Agreement>> (the relevant obligation(s)>>.

and <<insert name of Party 1>> in breach of the terms of the Agreement, <<insert brief description of breach>> required to <<insert details of breach>>.

I am writing to inform you that you have failed to comply with the following obligations under the Agreement:

<<insert name of Party 1>> you have failed to comply with the following obligations under the Agreement:

1. Under Clause <<insert description of clause>> you have failed to carry out <<insert brief description of failure>>.
2. <<add further breaches>>

<<insert name of Party 1>> required to <<insert description of breach>>. <<insert brief description of breach>>.

On this occasion, given that <<insert name of Party 1>> has agreed to waive the abovementioned breaches, I am willing to waive the abovementioned breaches, provided that <<insert name of Party 1>> remains fully compliant with the Agreement and does not make any further breaches.

<<insert name of Party 1>> OR [!] [are] OR [am] willing to waive the abovementioned breaches, provided that <<insert name of Party 1>> remains fully compliant with the Agreement and does not make any further breaches.

Please be aware that this waiver does not excuse any other breaches of the Agreement, however minor. If <<insert name of Party 1>> is not fully compliant with the Agreement, <<insert name of Party 1>> remains fully entitled to seek legal remedies, including making a claim against you for breach of contract.

<<insert name of Party 1>> each[es] set out above and <<insert name of Party 1>> remains fully entitled to seek legal remedies, including making a claim against you for breach of contract.

I look forward to hearing from you and hope that, in both our interests, we can resolve this matter quickly without the need for legal remedies.

<<insert name of Party 1>> I hope that, in both our interests, we can resolve this matter quickly without the need for legal remedies.

Yours sincerely,

<<Name & Title>>
[For and on behalf of <<Company Name>>]

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