

# Serious and professional apology letter for breach of contract

Subject: Apology for Breach of Agreement

Dear [Client Name],

We write to formally apologize for our failure to meet the terms of our agreement dated [date]. We understand the gravity of this breach and the inconvenience it has caused to your organization. Immediate steps have been taken to rectify the situation, and we are committed to ensuring full compliance moving forward. We value our professional relationship and are dedicated to restoring your confidence in our company.

Sincerely,

[Your Name]

[Position]

[Company Name]

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