

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title/Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Good Faith Rectification of Improper Client Solicitation Breach**

Dear [Recipient Name],

I am writing to formally acknowledge a recent breach regarding the non-solicitation provisions outlined in our agreement dated [Date of Agreement]. It has come to my attention that [briefly describe the specific action, e.g., an unauthorized outreach was made to Client Name] on [Date of Occurrence].

Please accept this letter as a formal notification that this breach was unintentional and occurred due to [briefly state reason, e.g., an administrative oversight / lack of updated contact lists]. We take our contractual obligations seriously and are acting in good faith to rectify this situation immediately.

To remedy this breach, we have taken the following corrective actions:

- Ceased all further communication with the client(s) involved.
- Updated our internal databases to flag prohibited accounts.
- Conducted a briefing with relevant staff to ensure future compliance.
- [Insert any other specific remedial action taken].

We value our professional relationship with [Recipient Company Name] and regret any disruption this may have caused. We are committed to maintaining the integrity of our agreement moving forward.

Please let us know if you require any further information or wish to discuss this matter in more detail.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]