**Re. Apology Letter for Breach of Contract**

Dear [Name], I am [Name], the executive business development officer from the [Name of the Company]. I received an email from your Company's project manager asking for an explanation and the cause behind the breach of contract. Hence, I am writing this letter to explain and show the cause behind this predicament.

Both companies signed a contract on the construction of [name the building] for the [Name of the Company]. In this project, our Company worked on the advertisement and construction evolvement of the project. The idea was to put forth the marketing by using advertising skills and equipment. Also, it was notified to both parties that the condition of the projects should be kept confidential.

However, our marketing team advertised the project on social media, which was part of the campaign. The marketing team should have realized the displaying of the conditions mentioned in the contract along with the original project advertisement. This led to a controversy between two parties, and your team expressed anger and distrust.

Although I realize that the communication of distrust and disappointment was justified, I take this moment to explain the reason behind this publication. Our marketing team works independently, and unfortunately, there remained a gap in communication between the teams of project management and marketing management. Hence, displaying confidential information was totally unintentional and an act of misinformation.

I have discussed the matter with both of the teams, and they promise to work in strong coordination. We have updated our policy of team coordination in which it has been mentioned clearly that any predicament resulting from poor teamwork shall be liable to both teams' heads.

We apologize for the breach of contract, as it was unintentional. Please accept our deepest apologies and let us know how this act can be retrieved so that project work can be resumed and completed by the given deadline.

I am looking forward to meeting with you. Please schedule a meeting at your earliest convenience.

Thank you.