

Letter of Demand for Performance on Service Agreement

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name

Recipient's Position
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally demand performance under the service agreement dated [insert date of agreement] between [Your Company Name] and [Recipient's Company Name]. As of today, [insert specific services or obligations] have not been fulfilled as per the terms agreed upon.

Despite my previous correspondence and discussions regarding this matter, I have yet to see any action taken to rectify the situation. This neglect has caused significant inconvenience and has impacted our operations.

Therefore, I request that [Recipient's Company Name] take immediate steps to fulfill the obligations outlined in our service agreement. Please provide a written response within [insert timeline, e.g., 10 business days] to confirm how and when you intend to proceed.

Should we not receive a satisfactory response, we may have no choice but to consider further action as necessitated by the circumstances.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]