

Letter of Demand for Accountability

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Demand for Accountability in Contract Violation

Dear [Recipient's Name],

I am writing to formally address a serious concern regarding the breach of contract between [Your Company Name] and [Recipient's Company Name] dated [Contract Date]. It has come to our attention that the terms outlined in the agreement have not been adhered to, specifically [briefly outline specific violations].

As per the agreement, we expect accountability for these violations and a prompt corrective action plan to be executed within [specific timeframe]. Failure to address this matter may result in further legal actions.

Please consider this letter as a formal request for the necessary measures to be taken to rectify the situation. We look forward to your prompt response by [response deadline].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]