

Letter of Demand for Damages

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Demand for Damages Due to Contract Violation

Dear [Recipient's Name],

I am writing to formally demand damages due to the violation of the contract dated [Contract Date] between us regarding [brief description of the contract]. As per the terms outlined in the contract, [describe the specific obligations that were not fulfilled].

Due to your failure to comply with the contract provisions, I have incurred damages amounting to [specific amount or description of damages]. I have made several attempts to resolve this matter amicably; however, as of today, I have not received a satisfactory response.

Please consider this letter as my formal demand for the recovery of damages. I request that you remit payment of [specific amount] within [reasonable time frame, e.g., 30 days] to avoid any further legal actions.

If I do not receive a timely response, I will have no choice but to pursue legal remedies to recover my losses, which may include additional costs associated with any such action.

I hope we can resolve this matter promptly. Thank you for your attention to this urgent issue.

Sincerely,
[Your Name]