

# **Your Name**

Your Address

City, State, Zip Code

Email: your.email@example.com

Phone: (123) 456-7890

Date: [Insert Date]

## **[Recipient's Name]**

[Recipient's Title]

[Company's Name]

[Company's Address]

City, State, Zip Code

## **Subject: Compensation Request for Breach of Contract**

Dear [Recipient's Name],

I am writing to formally request compensation for the breach of contract that occurred on [insert date of breach]. The contract, signed on [insert contract date], stipulated [briefly describe key terms of the contract]. Unfortunately, due to [describe the breach], I have incurred [describe losses or damages].

Under the terms of the agreement, I am entitled to [mention specific compensation or remedy sought]. I kindly request your prompt attention to this matter and resolution by [insert deadline date].

Thank you for your consideration. I look forward to your timely response.

Sincerely,

[Your Name]