

Notification of Breach of Contract Compensation

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Breach of Contract and Demand for Compensation

We are writing to inform you of a breach of contract concerning [briefly describe the contract in question, e.g., "the Service Agreement dated [insert date]."] The specific terms of the contract that have been violated include [list specific clauses or responsibilities].

Due to this breach, we have incurred damages amounting to [insert amount] which we are formally requesting compensation for. We believe this amount reflects the losses we sustained as a direct result of the breach.

Please treat this letter as a formal notification and request for compensation. We expect a response within [insert reasonable time frame, e.g., "14 days"] from the date of this letter. Failure to address this matter may result in further legal action.

We hope to resolve this matter amicably. Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]