

Reimbursement Claim for Contract Infringement

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit a claim for reimbursement due to a breach of contract that has occurred under our agreement dated [insert contract date]. This situation has resulted in [briefly explain the impact of the infringement, e.g., financial loss, additional expenses, etc.].

The relevant details are as follows:

- **Contract Number:** [insert contract number]
- **Description of Infringement:** [insert description]
- **Total Amount of Claim:** [insert amount]

Attached are the supporting documents related to this claim, including [list any relevant documents such as invoices, correspondence, etc.]. I kindly request that you review this matter at your earliest convenience and process the reimbursement accordingly.

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

Sincerely,

[Your Name]

[Your Position, if applicable]