

# Letter of Complaint for Damages Due to Contract Breach

**Your Name**

Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

**Recipient's Name**

Recipient's Position  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my complaint regarding the breach of contract dated [insert date] between [Your Name/Your Company Name] and [Recipient's Name/Recipient's Company Name]. The terms of our agreement stipulated [briefly state the terms of the contract]. However, [describe the specifics of the breach].

As a result of this breach, I have suffered damages amounting to [specify the amount or nature of damages]. I have attached relevant documents to support my claim.

I request that you address this issue promptly by [state your request for resolution]. I look forward to your response to this matter by [give a specific date, typically 14 days from the date of the letter].

Thank you for your attention to this serious matter.

Sincerely,  
[Your Name]