

Letter of Demand for Compensation

To,

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Date: [Insert Date]

Subject: Demand for Compensation Due to Breach of Service Delivery Contract

Dear [Recipient's Name],

I am writing to formally demand compensation for the breach of our service delivery contract dated [Insert Contract Date]. As you are aware, the agreement stipulated that [briefly outline key terms of the agreement]. However, due to [describe the breach in detail], the terms of our agreement have not been honored.

As a result of this breach, I have incurred significant losses, including [list specific damages or losses]. I have attached relevant documentation to support my claim.

I request that you provide compensation in the amount of [insert amount] within [insert time frame, e.g., 30 days] from the date of this letter. Failure to address this matter promptly will compel me to explore further legal action to recover damages.

Thank you for your immediate attention to this matter. I hope to resolve this issue amicably.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Your Contact Information]