

# Letter of Demand

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Demand for Resolution of Contract Breach**

Dear [Recipient's Name],

I am writing to formally address a breach of contract regarding [brief description of the contract, e.g., "the Service Agreement dated [Contract Date]"].

It has come to my attention that [describe the specific breach, e.g., "the agreed services have not been provided as outlined in Section 1 of the contract"]. This failure to comply with the terms has caused [mention any consequences, e.g., "significant inconvenience and financial loss"].

To resolve this matter, I request that you [state the specific actions you expect them to take, e.g., "complete the services by [specific date]"]. Please respond by [provide a deadline, e.g., "within 10 business days"] to confirm your intention to rectify this issue.

If I do not receive a satisfactory response, I may need to consider further actions, including legal remedies.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]