

# Request for Remedy Following Breach of Contract

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

[Date]

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

Dear [Recipient's Name],

I am writing to formally address the breach of contract that occurred on [Date of Breach]. The contract in question, signed on [Date of Contract], pertains to [Brief Description of Contract]. It has come to my attention that [Description of Breach].

According to the terms outlined in our agreement, I am entitled to [Specify Your Rights/Entitlements]. I kindly request that you take the necessary steps to remedy this situation within [Specify a Reasonable Timeframe].

Thank you for your prompt attention to this matter. I hope we can resolve this issue amicably.

Sincerely,

[Your Name]