

# Breach of Contract Claim for Damages

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

Date: [Date]

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

Dear [Recipient's Name],

I am writing to formally notify you of a breach of contract regarding [briefly describe the contract, i.e., "the service agreement dated [date]"]. As per our agreement, [describe the obligations or terms that were not met].

Due to this breach, I have incurred damages amounting to [specify the amount or detail the damages]. I request that you remedy this situation by [provide a solution or compensation you seek, e.g., "reimbursing the damages within 14 days"].

Please be advised that if I do not receive a satisfactory response by [set a deadline, e.g., "30 days from the date of this letter"], I may consider pursuing further legal action to seek damages and enforce my rights under the contract.

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

Sincerely,  
[Your Name]