

Letter of Demand for Settlement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Demand for Settlement on Construction Project Delays

Dear [Recipient's Name],

I am writing to formally address the ongoing delays in the [Project Name/Project Description] which was scheduled for completion on [Original Completion Date]. Unfortunately, due to various factors, the project remains unfinished, resulting in significant financial implications.

As outlined in our contract dated [Contract Date], timely completion is crucial to avoid penalties and additional costs. The delays have led to [briefly mention consequences, e.g., increased costs, lost revenue, etc.]. Despite previous communications on this matter, no satisfactory resolution has been reached.

In light of these circumstances, I hereby demand a settlement in the amount of [Specify Amount] to compensate for the losses incurred as a result of these delays. I believe this amount is a fair reflection of the costs resulting from the disruptions.

Should we fail to resolve this matter amicably within [Specify Time Frame, e.g., 14 days], I will have no choice but to pursue further actions, including but not limited to legal remedies.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]