

[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 Damages Due to Breach of Contract

Dear [Recipient's Name],

I am writing to formally notify you of a breach of contract that has occurred under the terms of our agreement dated [date of contract]. As per the contract, [briefly explain the terms of the contract and the obligation of the recipient].

Regrettably, you have not fulfilled your obligations as outlined, specifically [describe the specific breach and how it has affected you]. Due to this breach, I have incurred damages amounting to [amount of damages].

I kindly request that you rectify this matter by [specific action you want the recipient to take, e.g., paying the amount owed, fulfilling the contract terms]. Please respond by [specific date, typically 14 or 30 days from the date of the letter], or I will be forced to take legal action to recover damages.

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

Sincerely,

[Your Name]