

Letter of Demand for Negotiation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a breach of contract that has occurred under our agreement dated [insert date of the contract]. The specific terms of our contract have not been upheld, resulting in [describe the nature of the breach].

In light of this situation, I would like to initiate a negotiation process to amicably resolve these issues and reach a mutually beneficial outcome. I believe that with open communication, we can find a satisfactory solution for both parties.

Please respond to this letter by [insert deadline date] to confirm your willingness to discuss this matter further. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]