

Letter of Claim for Compensation

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit a claim for compensation due to a breach of contract regarding [briefly describe the contract, e.g., "the service agreement dated [date]"].

According to the terms outlined in the contract, [describe the obligations of the other party]. However, [describe how they failed to meet these obligations, including specific details of the breach].

This breach has resulted in [explain the impact/ damages incurred as a result of the breach, including financial losses if applicable].

In light of these circumstances, I am requesting compensation in the amount of [specify the amount] to cover the damages incurred. Please find attached [mention any documents you are attaching, such as copies of the contract, invoices, etc.].

I look forward to your prompt response to this matter and hope to resolve it amicably. Should I not receive a satisfactory response within [state a reasonable time frame, e.g., "14 days"], I will consider pursuing further action to assert my rights.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]