

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

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

Subject: Breach of Contract - Claim for Damages

Dear [Recipient's Name],

I am writing to formally notify you of a breach of contract regarding [specify the contract, e.g., "the service agreement dated [insert date]"].

As per our agreement, [describe the specific terms of the contract that have been violated]. However, [describe how the contract has been breached by the other party].

As a result of this breach, I have incurred damages totaling [insert amount or describe the nature of the damages]. I hereby request that you take the necessary steps to remedy this situation by [state what you want to happen, e.g., "removing the breach, compensating for damages, etc."]. Please respond by [insert a specific date, typically 14 days from the date of the letter] to resolve this matter amicably. Should you fail to respond or fail to take appropriate corrective actions, I will be compelled to pursue further legal remedies.

Thank you for your attention to this matter.

Sincerely,

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