

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

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

Dear [Recipient Name],

Subject: Complaint Regarding Breach of Contract

I hope this letter finds you well. I am writing to formally address a breach of contract regarding [briefly describe the contract, e.g., "the service agreement dated [date]"].

As per our agreement, [describe the specific terms of the contract that have been breached]. Unfortunately, [detail the breach, including what you expected and what actually occurred].

I believe that this breach is unjust and has caused [mention any losses or damages incurred]. I request that you address this issue promptly by [suggest a resolution, e.g., "remedying the breach/compensating for the losses"].

Please respond to this matter within [set a reasonable deadline, e.g., "14 days"] from the date of this letter. I hope we can resolve this issue amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]