

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]

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

Dear [Recipient's Name],

Subject: Request for Redress Due to Breach of Contract

I hope this letter finds you well. I am writing to formally address a breach of contract concerning [briefly describe the contract, e.g., "the service agreement dated [date]"] between [your name/your company name] and [recipient's name/recipient's company name].

According to the terms of the contract, [describe the specific obligations that were not met by the other party]. Unfortunately, [explain how the breach has affected you or your business, providing specific details].

In light of this situation, I kindly request [state the resolution you seek, e.g., "compensation for damages," "fulfillment of the contracted services," etc.]. I believe that resolving this matter promptly is in the best interest of both parties.

Please respond to this letter by [insert a reasonable deadline] so we can discuss this matter further. Thank you for your attention to this issue.

I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]