

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

[Contractor's Name]
[Contractor's Business Name]
[Contractor's Address]
[City, State, Zip Code]

Subject: Demand for Breach of Contract

Dear [Contractor's Name],

I hope this letter finds you well. I am writing to formally address a breach of contract regarding the agreement dated [insert contract date], concerning [briefly describe the project/service involved].

As per our agreement, you were expected to [describe the specific obligations of the contractor under the contract]. However, to date, you have failed to fulfill these obligations in the following ways:

1. [List specific breaches, e.g., missed deadlines, incomplete work, etc.]
2. [Another specific breach]
3. [Another specific breach]

Due to these breaches, I have incurred [describe any damages or losses incurred], and have been unable to [describe any impacts, e.g., use the property, complete additional work, etc.].

I request that you remedy these breaches by [provide a specific date for compliance, e.g., "within 15 days of receipt of this letter"]. Failure to fulfill your contractual obligations by this date will force me to take further action, which may include seeking legal remedies.

I am hopeful that we can resolve this matter amicably and avoid further escalation. Please contact me at your earliest convenience to discuss how we can move forward.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]