

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

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

Subject: Demand for Damages Due to Breach of Contract

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address a serious matter regarding our contract dated [Contract Date] for [brief description of the contract]. It has come to my attention that you have failed to fulfill your obligations under the terms of this agreement. [Outline the specific breaches of contract, including dates, provisions, and any relevant details]. As a result of these breaches, I have incurred damages, including but not limited to [list specific damages or losses incurred].

I expect you to honor your obligations under the contract and remedy this situation by [provide a clear statement of what you want the recipient to do, e.g., compensation amount, specific actions, etc.].

Please consider this letter as a formal demand for payment of [specify amount or action] by [set a deadline, e.g., 30 days from the date of this letter]. If we cannot resolve this matter amicably, I may have no option but to pursue legal action to recover my damages.

I look forward to your prompt response to this matter.

Sincerely,

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