

[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 Breach of Contract

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address a breach of contract that has occurred between us as a result of [briefly describe the nature of the contract].

According to the terms of our contract dated [insert date], you were obligated to [describe specific obligations of the recipient]. However, as of [insert date], you have failed to [describe how they breached the contract]. This breach has caused [explain any damages, losses, or inconveniences caused by the breach].

I kindly request that you take immediate action to remedy this breach by [provide specific actions you want the recipient to take]. Please consider this letter a formal demand for compliance. I expect a response by [provide a reasonable deadline].

Should you fail to comply with this demand, I may be compelled to pursue legal remedies to protect my rights under the contract.

I hope to resolve this matter amicably and look forward to your prompt attention to this issue.

Sincerely,  
[Your Name]