

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

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

Dear [Recipient's Name],

Subject: Liquidated Damages Notice

I hope this letter finds you well.

As per the terms outlined in our contract dated [Contract Date], I am writing to formally notify you of the application of liquidated damages due to [briefly describe the reason, e.g., failure to meet project deadlines, etc.].

According to section [insert section number] of the contract, the agreed-upon liquidated damages amount is [insert amount] for each day of delay beyond the stipulated deadlines. Given the current circumstances, we have calculated the total liquidated damages to be [insert total amount] as of [date of calculation].

Please consider this letter as a formal request for compensation for the incurred damages. We anticipate your prompt attention to this matter, as further delays may lead to additional costs.

Should you have any questions or wish to discuss this in detail, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]