

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Contractor Name]
[Company Name]
[Contractor Address]

RE: NOTICE OF CONTRACT ABANDONMENT AND FORMAL DEMAND FOR COMPLETION

Dear [Contractor Name],

This letter serves as a formal notice regarding the construction project at [Project Address], as outlined in our contract dated [Date of Contract].

You are currently in breach of contract due to abandonment of the project. Work has ceased as of [Date work stopped], and you have failed to return to the site or respond to inquiries regarding the schedule. As of today, the following items remain incomplete:

- [List incomplete task 1]
- [List incomplete task 2]
- [List incomplete task 3]

According to our agreement, the project was scheduled for completion by [Original Completion Date]. Your unauthorized absence is causing significant delays and potential damages.

Demand for Action:

I demand that you resume work and provide a written schedule for completion within [Number, e.g., 3 or 5] business days from the receipt of this letter. Work must be completed no later than [New Deadline Date].

Failure to resume work by the date specified above will be treated as a total breach of contract. In such an event, I will be forced to:

1. Terminate our agreement for cause.
2. Hire a replacement contractor to complete the work.
3. Pursue legal action to recover the additional costs of completion, damages, and legal fees.
4. File a formal complaint with the State Licensing Board.

Please contact me immediately at [Your Phone Number] to confirm your intent to complete this project.

Sincerely,

[Your Signature]

[Your Printed Name]