

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

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF FORMAL DEMAND - BREACH OF CONTRACT

Dear [Recipient Name],

This letter serves as a formal notice of demand regarding a breach of the contract titled "[Name of Contract/Agreement]" entered into on [Date Agreement Was Signed] between [Your Name/Company] and [Recipient Name/Company].

Under the terms of the agreement, specifically [Section/Clause Number], you were required to: [Describe the specific obligation that was not met].

As of the date of this letter, you have failed to perform these duties. This failure constitutes a material breach of our agreement. Specifically: [Detail the nature of the breach and any dates of occurrence].

To remedy this breach, I demand that you take the following actions by [Deadline Date]:

- [Remedy 1: e.g., Complete the outstanding work]
- [Remedy 2: e.g., Pay the outstanding balance of \$_____]
- [Remedy 3: e.g., Deliver the specified goods]

If the aforementioned breach is not cured and the required actions are not completed by [Deadline Date], I will be forced to pursue all available legal remedies under the law and the terms of the contract. This may include, but is not limited to, the termination of the contract, seeking compensatory damages, and the recovery of legal fees.

I hope to resolve this matter amicably and look forward to your immediate confirmation that the breach will be rectified.

Sincerely,

[Your Signature]

[Your Printed Name]