[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: FORMAL DEMAND PRIOR TO LEGAL ACTION - BREACH OF CONTRACT

Dear [Recipient Name],

This letter serves as a formal demand regarding your breach of the contract titled "[Name of Agreement]" entered into on [Date of Agreement].

As of the date of this letter, you have failed to perform your obligations under the agreement by: [Describe the specific breach, e.g., failure to pay, failure to deliver goods, or failure to perform services].

Your failure to fulfill these terms constitutes a material breach of our contract. To resolve this matter without the necessity of formal litigation, I demand that you take the following corrective actions by [Deadline Date]:

[List specific requirements, e.g., Payment of $XX.XX, completion of work, etc.]

Please be advised that if this matter is not resolved to my satisfaction by the date mentioned above, I have instructed my legal counsel to initiate formal litigation proceedings in the appropriate court. We will seek all available legal remedies, including but not limited to:

- Compensatory damages for financial losses;
- Consequential and incidental damages;
- Specific performance of the contract terms;
- Interest, court costs, and attorney's fees.

This letter shall serve as notice of a pending dispute. You are hereby instructed to preserve all records, documents, emails, and electronic data related to this contract and our business relationship in anticipation of discovery during litigation.

I trust that this matter can be resolved quickly and amicably. I look forward to your immediate response.

Sincerely,

[Your Signature]

[Your Printed Name]