Sample Demand Letter for Breach of Contract

Name of Injured Party
Address of Injured Party
City, State, Zip Code
​
DATE

Name of Breaching Party
Address of Breaching Party
City, State, Zip Code

Dear Name of Breaching Party:

This letter is formal notice to discuss a breach by you in the contract you and I signed on DATE to clear the debris on the one-acre property at ADDRESS. According to the contract, you agreed to complete the project by DATE. However, one month later on DATE, the property has not been cleaned. I have enclosed photographs of the property taken yesterday on DATE.

Please contact me as soon as you receive this breach notice, so we can arrange to have the property cleaned as soon as possible. If I do not hear from you by DATE, I will pursue all legal remedies available.

Sincerely,
​
Signature of Injured Party
Printed Name of Injured Party
List of Enclosures: photographs of property

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