TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Demand Letter for Breach of Contract

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 **[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]**