**LETTER OF CLAIM FOR BREACH OF CONTRACT**

**[Name]**

**[Address]**

Dear **[Name]**

This is to bring to your notice that you have not completed the interior design job that you were hired for on mentioned **[date].** You failed to install the shelving system correctly, and you didn’t even start installing the carpet.

We are deeply disappointed that you could not hold up your end of the contract we signed.

A quick response from your end is expected. Please respond as early as possible.

Sincerely,

**[Name]**

**[Contact info]**