**Sample**  – Breach of Contract

Sandy Donovan  
Kruger Industrial Smoothing, LLC  
55 Franklin Rd.  
Avon, CT 06001

**VIA CERTIFIED MAIL**

Mr. Ashton Stewart  
2299 Main St.  
Bloomfield, CT 06002

January 6, 2019

Dear Mr. Stewart,

Pursuant to the contract titled “Granite Restoration Agreement” dated November 14, 2018 (the “Agreement”), Kruger Industrial Smoothing, LLC has fulfilled its contractual obligations by restoring your granite countertop. Section 7 of the Agreement states that you were to provide payment in full for the services rendered by December 1st, 2019. To date, you have yet to make a payment and are therefore in breach of the Agreement.

According to our records, your initial balance was $224. A late fee of $25 has been added to your balance resulting in a total payable charge of $249.

We request that you contact us immediately to arrange for the settlement of this matter. If you fail to furnish the payment by January 10, 2019, please take notice that we are prepared to seek any and all legal remedies necessary to recover the debt including, but not limited to, initiating a formal lawsuit against you for the mentioned claims.

Sincerely,

Sandy Donovan  
Kruger Industrial Smoothing, LLC