

Letter of Claim for Breach of Contract Sample

John T. Tirado
1439 Agriculture Lane
Homestead, FL 33030

Dear John,

It has come to our attention that you have not completed the interior design job that you were hired for on November 4th, 2009 to the agreed upon specifications. 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.

We hope that you can either a) return and finish the job to the specifications laid out in our contract or b) pay out the damages for non completion included in section 7. b) of the contract we signed.

Please respond as soon as possible with the action you are going to take to remedy this situation.

Sincerely,
David Gretta