To,

[Name of Recipient]

[Designation of Recipient]

[Name of Recipient’s Company]

Date:

**Subject: Claim Letter for Breach of Contract**

Dear Sir/Madam,

As per our agreement for the purchase of [mention product name] as at [mention date of delivery], it was agreed that the delivery will not be accepted after [mention the date] and it will be considered as breach of the contract if the delivery is not made on time. I am writing this letter with regret to inform you that you have failed to deliver the product on agreed date and hence breached the contract.

It was also mentioned in that same contract that any party breaching the contract shall be liable to pay damages to the aggrieved party. So, I hope that you will pay reasonable damages caused to us by your breaching of contract and you will take immediate actions to pay these damages within a reasonable timeframe.

I am attaching and sending the details of damages caused to us by this breach along with this letter.

Yours Truly,

[Sender Name]

[Sender Designation]

[Company Name]

[Address]