

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title/Organization]
[Recipient Address]
[City, State, Zip Code]

RE: FORMAL DEMAND REGARDING BROKEN ARRANGEMENT

Dear [Recipient Name],

This letter serves as a formal demand regarding the agreement established on [Date Agreement Was Made] concerning [Brief Description of Arrangement].

Under the terms of our arrangement, it was agreed that:
[Detail the specific obligations the recipient was supposed to fulfill].

As of the date of this letter, you have failed to uphold your portion of the arrangement. Specifically, [Detail the breach or what went wrong, e.g., missed payment, failure to deliver services, or missed deadline].

To resolve this matter without further action, I demand that you [Specify exactly what you want: e.g., pay the outstanding balance of \$, deliver the goods, or complete the task] by [Specific Deadline Date].

Failure to rectify this situation by the aforementioned date will leave me with no choice but to pursue formal legal action or alternative dispute resolution to protect my interests and recover any losses incurred.

I hope to receive your prompt cooperation to settle this matter amicably.

Sincerely,

[Your Signature]
[Your Printed Name]