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

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT AND FORMAL DEMAND FOR PAYMENT

Dear [Recipient Name],

This letter serves as a formal notice that you are in breach of your contract dated [Date of Contract] regarding [Brief Description of Services/Goods Provided].

As of the date of this letter, your account is past due. According to our records, the following invoices remain unpaid:

- Invoice #[Number] - Amount: $[Amount] - Due Date: [Date]
- Invoice #[Number] - Amount: $[Amount] - Due Date: [Date]

The total outstanding balance currently owed is **$[Total Amount]**.

Under the terms of our agreement, payment was required within [Number] days of the invoice date. Your failure to remit payment constitutes a material breach of our contract.

DEMAND IS HEREBY MADE for the full payment of the outstanding balance within [Number, e.g., 10] business days from the date of this letter. Payment should be sent via [Accepted Payment Method, e.g., Check, Wire Transfer, Online Portal].

If payment is not received by [Deadline Date], we will be forced to pursue all available legal remedies to recover the debt, which may include interest, late fees, legal costs, and attorney fees as permitted by our contract and local law.

Please contact me immediately at [Your Phone Number] if there is a discrepancy regarding these records or to confirm that payment has been sent.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]