

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

[Date]

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

RE: NOTICE OF BREACH OF AGREEMENT AND DEMAND FOR PAYMENT

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding outstanding educational expenses owed under the agreement dated [Date of Agreement].

Pursuant to our agreement, you were obligated to pay for the following educational costs:

- Tuition: \$[Amount]
- Books/Materials: \$[Amount]
- Enrollment Fees: \$[Amount]
- Other Expenses: \$[Amount]

Total Amount Due: \$[Total Amount]

As of today's date, these expenses remain unpaid. This failure to pay constitutes a breach of our signed agreement. Despite previous informal requests, the balance remains outstanding.

Please remit the full payment of \$[Total Amount] by [Deadline Date, e.g., 14 days from today]. Payment should be made via [Method of Payment, e.g., Certified Check, Bank Transfer].

If payment is not received by the aforementioned date, I will be forced to pursue further legal action to recover the debt, which may include filing a lawsuit. This may result in additional costs for legal fees and interest, for which you will be held responsible.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]