

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

[Date]

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

Re: NOTICE OF BREACH OF FEE AGREEMENT - PAYMENT DEFAULT

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the Fee Agreement signed on [Date of Agreement] regarding [Description of Services].

As of [Current Date], your account is past due. According to our records, the following payment(s) have not been received:

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

Total Outstanding Balance: **[\$Total Amount]**

Under the terms of our agreement, payment was required by [Due Date]. Your failure to remit payment constitutes a default of your contractual obligations.

We request that you cure this breach by submitting the full outstanding balance no later than [Deadline Date, e.g., 7 days from today]. Payments can be made via [Payment Method, e.g., Check, Wire Transfer, Online Portal].

If we do not receive payment or hear from you to arrange a payment plan by the aforementioned date, we will be forced to take further action to protect our interests. This may include the immediate suspension of services, the accrual of late fees/interest as permitted by the contract, or legal action to recover the debt.

Please contact us immediately at [Phone Number] if you believe this notice is in error or if you wish to discuss payment options.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]