

[Your 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 DEMAND FOR PAYMENT**

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the contract dated [Date of Contract] regarding [Brief Description of Project/Service].

Under the terms of the agreement, payment in the amount of \$[Amount Owed] was due on [Due Date]. As of the date of this letter, we have not received this payment. This failure to pay constitutes a material breach of our contract.

To resolve this matter, I demand that the full amount of \$[Amount Owed] be paid no later than [Deadline Date, e.g., 10 days from today]. Payment should be made via [Payment Method, e.g., Check/Bank Transfer].

If payment is not received by the aforementioned date, I will be forced to pursue further legal action to protect my interests, which may include filing a lawsuit to recover the debt, plus interest, late fees, and legal costs as permitted by law.

Please contact me immediately at [Your Phone Number] if you have any questions regarding this demand.

Sincerely,

[Your Signature]

[Your Printed Name]