

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

[Date]

[Recipient Name]
[Recipient Title]
[Corporate Client Name]
[Company Address]
[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT - OVERDUE PAYMENT

Dear [Recipient Name],

This letter serves as formal notice that [Corporate Client Name] is in breach of the contract dated [Date of Contract] regarding [Project/Service Name].

Specifically, the contract has been breached due to non-payment of the following outstanding invoice(s):

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

Total Amount Overdue: \$[Total Amount]

Per the terms agreed upon in the contract, payment was due by [Original Due Date]. As of the date of this letter, the balance remains unpaid and is [Number] days past due.

Please remit the full payment of \$[Total Amount] by [Deadline Date - e.g., 7 days from today] to cure this breach. Failure to receive payment by this date will leave us with no choice but to pursue further legal action, which may include the suspension of services, accrual of interest, and the recovery of legal fees as permitted by law.

If payment has already been sent, please disregard this notice. Otherwise, please contact [Name] at [Phone/Email] immediately to confirm receipt of this letter or to discuss payment arrangements.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]