

[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 DEMAND FOR PAYMENT

Dear [Recipient Name],

This letter serves as formal notice regarding your breach of the contract dated [Date of Agreement] between [Your Company Name] and [Recipient Company Name] concerning [Brief Description of Project/Service].

Under the terms of the agreement, you were required to [Describe the specific obligation failed, e.g., make payment for services rendered]. Specifically, you have failed to pay the outstanding balance of \$[Amount Due]. This amount was due on [Original Due Date].

As of the date of this letter, your account is [Number] days past due. Despite previous reminders, we have not received the payment or a valid explanation for the delay.

Demand for Payment

We hereby demand that you remit the full amount of \$[Amount Due] by [Deadline Date, e.g., 7 or 14 days from today]. Please make payment via [Payment Method, e.g., Bank Transfer/Check].

Failure to settle this debt by the aforementioned date will leave us with no choice but to pursue further legal action to recover the debt, which may include interest, late fees, and legal costs as permitted by the contract and applicable law.

We hope to resolve this matter amicably and look forward to receiving your payment immediately.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]