

[Date]

[Recipient Name]

[Recipient Title]

[Company/Institution Name]

[Address Line 1]

[City, State, Zip Code]

## **RE: NOTICE OF BREACH OF BANKING ARRANGEMENT**

Dear [Recipient Name],

This letter serves as formal notification that [Name of Party in Breach] is in breach of the banking arrangement established between [Name of Party A] and [Name of Party B] dated [Date of Agreement].

Specifically, the following terms and conditions have been violated:

- [Description of Breach 1, e.g., Failure to maintain minimum balance]
- [Description of Breach 2, e.g., Missed payment on loan account #XXXX]
- [Description of Breach 3, e.g., Unauthorized transfer of funds]

Under the terms of our agreement, this breach occurred on [Date of Occurrence]. As a result, the following actions are now required to remedy the situation:

1. [Required Action 1, e.g., Immediate deposit of funds]
2. [Required Action 2, e.g., Payment of late fees in the amount of \$XXX]

Please be advised that these corrective actions must be completed by [Deadline Date]. Failure to cure this breach within the specified timeframe may result in further action, including but not limited to the suspension of banking facilities, acceleration of debt, or legal proceedings.

If you believe this notice has been sent in error or if the breach has already been rectified, please provide written documentation to our office immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Contact Information]