

Date: [Insert Date]

To:

[Account Holder Name]

[Account Holder Address]

[City, State, Zip Code]

Account Number: [Insert Account Number]

Subject: NOTICE OF BREACH OF ACCOUNT AGREEMENT

Dear [Account Holder Name],

This letter serves as formal notice that you are in breach of the Account Agreement governing your account with [Company/Institution Name].

Specifically, the following violation(s) have been identified:

- **Provision Violated:** [Insert Section/Clause of Agreement]
- **Nature of Breach:** [Describe the action, e.g., non-payment, unauthorized activity, etc.]
- **Date of Occurrence:** [Insert Date]

To remedy this breach, you are required to take the following actions by [Deadline Date]:

[Insert required corrective actions here]

Failure to cure this breach within the timeframe specified above may result in further action, including but not limited to:

- Suspension or permanent closure of your account.
- Reporting to credit bureaus or regulatory agencies.
- Legal action to recover outstanding balances or damages.

If you believe this notice has been sent in error, or if you have already taken steps to rectify this issue, please contact our customer service department immediately at [Phone Number] or [Email Address].

Please govern yourself accordingly.

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]