

SENT VIA REGISTERED MAIL / EMAIL

Date: [Insert Date]

To:

[Recipient Name/Company Name]

[Recipient Address]

[City, State, Zip Code]

From:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

RE: LEGAL NOTICE FOR BREACH OF THIRD-PARTY FUND REMITTANCE DEADLINE

Dear [Recipient Name],

This formal notice is issued regarding your failure to remit third-party funds held by you on behalf of [Your Name/Company Name], pursuant to the terms of the [Name of Agreement/Contract] dated [Date of Agreement].

Under Section [Insert Section Number] of the aforementioned agreement, you were obligated to remit the sum of **[Insert Amount and Currency]** to our designated account no later than **[Insert Deadline Date]**. As of the date of this letter, our records indicate that these funds have not been received.

Your failure to transfer these funds by the stipulated deadline constitutes a material breach of your contractual obligations and a violation of the fiduciary duties owed regarding third-party assets.

DEMAND IS HEREBY MADE that you remit the full outstanding amount of [Insert Amount] plus any applicable late interest fees of [Insert Interest Amount, if applicable] within [Number] business days from the receipt of this notice.

Payment should be made to the following account:

- **Bank Name:** [Insert Bank Name]
- **Account Name:** [Insert Account Name]
- **Account Number:** [Insert Account Number]
- **SWIFT/Routing Code:** [Insert Code]

Failure to comply with this demand within the specified timeframe will leave us with no alternative but to initiate formal legal proceedings to recover the debt, including claims for

damages, legal costs, and statutory interest. We trust that such action will be unnecessary and that you will rectify this breach immediately.

Please provide written confirmation of the transfer once initiated.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]