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

[Date]

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

RE: NOTICE OF BREACH OF PAYMENT TERMS

Dear [Recipient Name],

This letter serves as formal notification that your account is currently in breach of the agreed-upon payment terms outlined in [Contract Name/Agreement Date] regarding Invoice(s) #[Invoice Number(s)].

As of [Date], our records indicate an outstanding balance of $[Amount Due]. According to our records, these funds were due on [Original Due Date], making the payment [Number] days overdue.

Specifically, the breach involves:

- Failure to remit payment within [Number]-day terms.
- [Optional: Accrual of late interest fees as per contract].

To remedy this breach, we request that you remit the full balance of $[Amount Due] by no later than [Deadline Date]. Payment can be made via [Payment Method: Bank Transfer/Check/Online Portal].

Please be advised that if payment is not received by the aforementioned date, we may be forced to take further action, which may include the suspension of services, the application of late penalties, or legal proceedings to recover the debt.

If you have already sent the payment, please disregard this notice. If you are experiencing financial difficulties and wish to discuss a payment plan, please contact our billing department immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]