

[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 PAST DUE PAYMENT

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of your contract dated [Contract Date] regarding [Project/Service Name]. Our records indicate that your account is currently past due in the amount of \$[Original Amount Due].

The payment was originally due on [Original Due Date]. As per the terms of our agreement, a late fee of \$[Late Fee Amount] has been assessed to your account due to the failure to provide payment by the deadline.

Account Summary:

- Original Invoice Amount: \$[Amount]
- Late Fee Assessment: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please remit the total balance due immediately to bring your account back into good standing. Failure to receive payment by [Final Deadline Date] will result in further action, which may include the suspension of services, termination of the contract, or legal proceedings to recover the debt.

If you have already sent your payment, please disregard this notice. If you have any questions regarding this balance, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]