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

[Date]

[Recipient Name/Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT - UNPAID INVOICE(S)

Dear [Recipient Name],

This letter serves as a formal notice that you are in breach of our construction contract dated [Date Contract Was Signed] regarding the project located at [Project Address].

Specifically, you have failed to comply with the payment terms outlined in [Section/Paragraph Number] of the agreement. As of this date, the following invoice(s) remain unpaid and are past due:

- Invoice #[Number] - Amount: $[Amount] - Due Date: [Date]
- Invoice #[Number] - Amount: $[Amount] - Due Date: [Date]

Total Outstanding Balance: $[Total Amount]

Under the terms of our agreement, payment was required within [Number] days of the invoice date. Your failure to submit payment constitutes a material breach of contract.

Please remit the full balance of $[Total Amount] to our office by [Deadline Date, e.g., 7 days from today].

Failure to cure this breach by the date mentioned above may result in further action, which may include the immediate suspension of work on the project, the filing of a mechanic's lien, or the commencement of legal proceedings to recover the debt along with applicable interest and legal fees.

Please contact me immediately at [Your Phone Number] to confirm that payment has been sent or to discuss a resolution.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]