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

[Date]

[Recipient Name]
[Recipient 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 the contract dated [Date of Contract] regarding [Description of Professional Services Provided].

As per the terms of our agreement, payment for services rendered was due on [Due Date]. To date, we have not received the payment for the following invoice(s):

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

Total Outstanding Balance: [Total Amount Due]

The failure to provide payment constitutes a material breach of our contract. We have previously attempted to resolve this matter through [mention previous emails/calls], yet the balance remains unpaid.

Please remit the full payment of [Total Amount Due] within [Number, e.g., 7 or 10] business days of the date of this letter. Payment can be made via [Payment Method, e.g., Wire Transfer, Check, Online Portal].

If payment is not received by [Deadline Date], we will be forced to take further action to protect our interests, which may include the suspension of ongoing services, the accrual of late interest fees as permitted by the contract, or legal proceedings to recover the debt.

We hope to resolve this matter amicably and immediately. Please contact me at [Phone Number] if there are any discrepancies or if you wish to discuss a payment plan.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]