

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

[Date]

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

RE: NOTICE OF BREACH OF CONTRACT AND FINAL DEMAND FOR PAYMENT

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the contract dated [Date of Contract] regarding [Brief Description of Project/Service].

Specifically, you have failed to provide payment according to the agreed-upon terms. As of today, the following invoices remain unpaid:

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

The total outstanding balance currently owed is **\$(Total Amount)**. [Optional: This amount includes late fees of \$[Amount] as specified in our agreement.]

Demand is hereby made for the full payment of the outstanding balance. Please remit the total amount to the address listed above or via [Payment Method] by no later than [Deadline Date, e.g., 7 or 10 days from today].

If payment is not received in full by the aforementioned date, I will be forced to take further legal action to recover the debt, which may include filing a lawsuit, seeking damages, and recovering interest and legal fees without further notice to you.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]