

[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 CONTRACT - UNPAID RECRUITMENT INVOICES

Dear [Recipient Name],

This letter serves as a formal notice that [Client Company Name] is in breach of the recruitment agreement signed on [Date of Contract] regarding the placement of [Candidate Name(s)] for the position of [Job Title].

According to our records, the following invoices are currently past due:

- Invoice #[001] - Date: [Date] - Amount: \$[Amount]
- Invoice #[002] - Date: [Date] - Amount: \$[Amount]
- **Total Outstanding Balance: \$[Total Amount]**

Per the terms of our agreement, payment was due within [Number] days of the invoice date. As of today, your account is [Number] days delinquent. Despite our previous reminders sent on [Dates of previous reminders], we have not received payment or a formal explanation regarding the delay.

Please consider this a final demand for payment. We request that the total outstanding balance be paid in full by [Deadline Date].

Failure to settle this debt by the aforementioned date will leave us with no choice but to pursue further legal action to recover the funds, which may include interest, late fees as specified in our contract, and legal expenses.

Please contact me immediately at [Phone Number] or [Email] to confirm that payment has been initiated or to discuss a structured payment plan.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]