

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Address]

RE: NOTICE OF PERMANENT CONTRACT REVOCATION DUE TO NON-PAYMENT

Dear [Recipient Name],

This letter serves as formal notice that [Your Company Name] is officially revoking the contract dated [Contract Date] for the placement of [Name of Placed Candidate/Service].

This action is being taken due to your failure to remit payment for invoice(s) [Invoice Number(s)], totaling [Amount Due], which are now [Number of Days] days past due. Despite previous reminders sent on [Dates of Previous Reminders], the outstanding balance remains unpaid.

Under the terms of our agreement, payment is a fundamental condition of the placement. Due to this breach of contract, we are exercising our right to terminate the agreement and revoke all associated services and guarantees with immediate effect.

As a result of this revocation:

- The permanent placement contract is considered null and void.
- All replacement guarantees or refund policies are hereby invalidated.
- Full payment of the outstanding balance is still required for services already rendered.

Please remit the total amount of [Amount Due] by [Final Deadline Date] to avoid further legal action or the involvement of a debt collection agency.

If you have already sent payment, please disregard this letter and provide proof of transfer immediately.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]