

[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 TALENT PROCUREMENT SERVICES**

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the contract dated [Date of Contract] regarding talent procurement services provided for [Project Name/Talent Name].

Pursuant to the terms of the agreement, payment in the amount of \$[Total Amount Owed] was due on [Due Date]. As of the date of this letter, our records indicate that the balance remains unpaid. Specifically, you have failed to fulfill your obligations under Section [Section Number] of the contract, which dictates the payment schedule and terms.

To remedy this breach, I request that you remit the full payment of \$[Total Amount Owed] by [Deadline Date, e.g., 7 days from today]. Payment should be made via [Payment Method, e.g., Bank Transfer/Check].

Please be advised that if payment is not received by the aforementioned date, I will be forced to take further legal action to recover the debt, which may include interest, late fees as specified in the contract, and legal expenses.

I look forward to resolving this matter immediately. Please contact me at [Phone Number] or [Email] to confirm that payment has been sent.

Sincerely,

[Your Signature]

[Your Printed Name]