

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: NOTICE OF BREACH OF CREDIT AGREEMENT

Account Number: [Account Number]
Agreement Date: [Date of Agreement]

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of your credit agreement dated [Date of Agreement] with [Your Company Name].

The nature of this breach is as follows: [Insert description of breach, e.g., failure to make scheduled payments, exceeding credit limit, etc.]. As of the date of this letter, your account remains [Description of current status, e.g., past due in the amount of \$0.00].

Under the terms of our agreement, you are required to remedy this breach immediately. To bring your account back into good standing, you must take the following action(s) by [Deadline Date]:

- [Action 1: e.g., Remit payment of \$0.00]
- [Action 2: e.g., Provide updated financial statements]

Failure to rectify this breach by the date specified above may result in further action, which may include:

- Suspension or termination of your credit facility.
- Requirement of immediate repayment of the full outstanding balance.
- Reporting of this default to credit bureaus.
- Referral of this matter to a collection agency or legal counsel.

If you have already made the payment or feel this notice has been sent in error, please contact our office immediately at [Phone Number] or [Email Address] so we can update our records.

We look forward to your prompt cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]