

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

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

RE: NOTICE OF BREACH OF CONTRACT AND INTENT TO SUE

Dear [Client Name],

This letter serves as formal notice that you are in breach of our contract dated [Date of Contract] regarding [Title of Project/Services Provided].

As of [Today's Date], you have failed to pay the outstanding balance of \$[Total Amount Owed]. This payment was due on [Original Due Date] and is now [Number] days past due. The following invoices remain unpaid:

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

I have completed all deliverables as agreed upon in our contract. Your failure to compensate me for this work constitutes a material breach of our legal agreement.

DEMAND FOR PAYMENT

I demand that payment of the full amount of \$[Total Amount] be made by [Final Deadline Date, e.g., 7 days from now]. Payments can be made via [Payment Method].

INTENT TO SUE

If payment is not received in full by the date specified above, I will have no choice but to initiate legal proceedings against you to recover the debt, plus any applicable late fees, interest, and legal costs. This may include filing a claim in Small Claims Court or pursuing a formal civil lawsuit.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]