[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

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

RE: NOTICE OF BREACH OF PAYMENT AGREEMENT

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the payment agreement signed on [Date of Agreement] regarding the outstanding balance for [Purpose of Payment/Invoice Number].

According to our records, you have failed to make the scheduled payment of $[Amount] which was due on [Due Date]. As of the date of this letter, your account is [Number] days past due.

Under the terms of our agreement, your failure to pay constitutes a default. To remedy this breach, please submit the full past-due amount of $[Total Amount Owed] by [Deadline Date].

Payment can be made via [Payment Method: e.g., Check, Bank Transfer, Online Portal].

Failure to rectify this matter by the date mentioned above may result in further action, including the termination of our agreement, the accrual of late fees, or legal proceedings to recover the debt. We would prefer to resolve this matter amicably and encourage you to contact us immediately if there are circumstances preventing your payment.

Please disregard this notice if payment has already been sent.

Sincerely,

[Your Signature]

[Your Printed Name]