

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF AGREEMENT AND DEMAND FOR IMMEDIATE PAYMENT

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding the agreement dated [Date of Agreement] concerning [Brief Description of Agreement/Services].

Under the terms of our contract, payment in the amount of \$[Amount Due] was due on [Due Date]. As of the date of this letter, we have not received the funds. This constitutes a formal breach of our signed agreement.

Please be advised that we require immediate payment of the full balance of **\$[Amount Due]** by no later than [Deadline Date, e.g., 5 business days from today].

Payment should be made via [Insert Payment Method, e.g., Wire Transfer, Check, Online Portal].

Failure to remit payment by the aforementioned deadline will leave us with no choice but to pursue further legal action to recover the debt, which may include interest, late fees, and legal costs. We prefer to resolve this matter amicably and look forward to receiving confirmation of your payment immediately.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]