

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

[Date]

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

RE: NOTICE OF INTENT TO INITIATE LEGAL REVIEW - BREACH OF PAYMENT AGREEMENT

Dear [Recipient Name],

This letter serves as formal notice that you are currently in breach of the payment agreement executed on [Date Agreement was Signed] regarding [Brief Description of Debt/Service].

According to our records, the following terms have been violated:

- Original Agreement Amount: \$[Amount]
- Past Due Balance: \$[Amount]
- Date of Last Payment Received: [Date]

Despite previous attempts to resolve this matter through informal communication, the outstanding balance remains unpaid. Consequently, I am writing to inform you of my intent to submit this file for formal legal review on [Date - e.g., 7 days from now].

To avoid the initiation of legal proceedings and potential litigation, you must remit the full past-due amount of \$[Amount] by the date specified above. Payments can be made via [Payment Method].

Failure to rectify this breach will result in further action, which may include the filing of a formal lawsuit, seeking a court judgment for the principal amount plus interest, and recovery of legal fees as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]