

# Notification of Failure to Pay

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to notify you that as of [Insert Date], we have not received payment for Invoice #[Insert Invoice Number], which was due on [Insert Due Date]. This payment is critical in accordance with the terms of our contract dated [Insert Contract Date].

As stipulated in Section [Insert Section Number] of the contract, failure to make timely payments may result in [describe consequences, e.g., interest charges, suspension of services, etc.]. We kindly urge you to address this matter promptly to avoid any further action.

Please find the details of the outstanding payment below:

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

We appreciate your immediate attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]