

Legal Payment Notice

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Re: Notice of Payment Due for Unfulfilled Contract Terms

Dear [Recipient's Name],

This letter serves as a formal notice regarding the outstanding payment under the contract dated [Insert Contract Date] between [Your Company Name] and [Recipient's Name]. According to the terms outlined in the agreement, a payment of [Insert Amount] was due on [Insert Due Date].

As of the date of this notice, we have not received this payment, which constitutes a breach of contract. We kindly request that this payment be made within [Insert Number] days from the date of this letter to avoid further legal action.

Failure to comply with this request may result in the enforcement of legal remedies as permitted under the governing law of the contract.

If you have already submitted this payment, please disregard this notice. Otherwise, we look forward to your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]