

# Payment Resolution Request for Contract Infringement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a resolution regarding the payment due under our contract dated [Insert Contract Date]. As per the terms outlined, a payment of [Insert Amount] was expected by [Insert Due Date]. However, as of today, this payment remains outstanding.

This delay constitutes a breach of our contract. I kindly ask that you address this issue by making the payment by [Insert New Deadline]. Failure to resolve this may force me to consider further action to protect my interests.

Please feel free to contact me at your earliest convenience to discuss this matter further. Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title/Position]