

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Breach of Payment Agreement Notice

We are writing to inform you that we have not received payment in accordance with the payment agreement dated [Insert Date of Agreement]. As of today, the outstanding amount is [Insert Amount]. This payment was due on [Insert Due Date].

Please be advised that failure to remedy this breach within [Insert Timeframe] from the date of this letter may result in further action, including but not limited to [Insert Possible Consequences, e.g., additional fees, legal action, etc.].

We urge you to address this matter promptly to avoid any negative repercussions. Should you have any questions or wish to discuss this further, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]