

Notification of Payment Terms Breach

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to officially notify you of a breach of our agreed payment terms set forth in our contract dated [Insert Contract Date]. According to our records, the payment scheduled for [Insert Due Date] has not yet been received.

As per our agreement, payments are to be made within [Insert Payment Terms, e.g., 30 days] from the invoice date. The total amount due is [Insert Amount Due]. We kindly ask that you address this outstanding payment immediately to avoid any further complications.

We value our relationship with you and wish to resolve this matter amicably. Please contact us by [Insert Response Deadline] to confirm when we can expect the payment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]