

Mountain Top Hotel
1 Street
Leadville, Colorado

Re: Unpaid Invoices amounting to \$15,000

Dear Mr. Mountain Top,
This letter is pursuant to your agreement to pay Beachy Design Studios for our services dated February 15, 2013 for the amount of \$15,000.

{Include facts surrounding your issue here: how you had an agreement, the date of the agreement, what you agreed to, and how payment hasn't been made based on this agreement.}

Your failure to pay as per the February 15, 2013 invoice amounts to a breach of contract.

Please acknowledge receipt of this letter within five business days. Please make your payment (insert means of payment as per your contract terms) no later than March 15, 2013. If you fail to respond, I will be compelled to pursue legal action.

Thank you in advance for your prompt attention to this matter. I look forward to hearing from you. If you have any questions, please do not hesitate to contact me at (xxx)-(xxx)(xxxx).

Sincerely,
Beachy Design Studios
{Insert any relevant documents/copy of invoice to this letter.}