To: <Insert name>

YOU are in breach of a contract dated <insert date> for the sale of land described as <insert description> because you have failed to pay <insert details of the amount of instalment or other payment> due on <insert date>.

UNLESS you pay or tender to <insert Seller’s name or Seller’s agent> the sum of $<insert amount>, within 30 days of you being given this notice, the contract may be terminated by the seller.

Dated: <Insert date>

Signed: *[Seller or Seller’s agent]*