

Date: [Insert Date]

TO:

[Recipient Name/Authorized Representative]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

FROM:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

RE: FINAL NOTICE AND FORMAL DEMAND FOR CURE OF MATERIAL BREACH

Dear [Recipient Name],

This letter serves as formal final notice regarding the material breach of the [Contract Name/Title] dated [Original Contract Date] (the "Agreement") between [Your Company Name] and [Recipient Company Name].

As previously communicated on [Date(s) of prior notices], you are in default of the following obligations under Section(s) [Insert Section Numbers] of the Agreement:

- [Describe specific breach 1, e.g., Non-payment of invoice #123]
- [Describe specific breach 2, e.g., Failure to deliver goods by deadline]
- [Describe specific breach 3, e.g., Violation of confidentiality clause]

To date, these breaches remain unresolved. This conduct constitutes a material breach of our contract, substantially depriving [Your Company Name] of the benefits of the Agreement.

DEMAND FOR CURE:

Notice is hereby given that you have [Number of Days, e.g., 7] business days from the receipt of this letter to fully cure the aforementioned breaches by [State exactly what must be done, e.g., remitting payment of \$0,000.00 or delivering outstanding reports].

Failure to remedy these breaches within this timeframe will result in [Your Company Name] exercising its legal rights and remedies, which may include:

1. Immediate termination of the Agreement for cause;
2. Commencement of formal legal proceedings to recover damages;
3. Recovery of interest, attorney fees, and legal costs as permitted by the Agreement and applicable law.

Please govern yourself accordingly. We remain open to resolving this matter amicably provided the cure is executed immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]