

SENT VIA: [Insert Method, e.g., Certified Mail / Email]

DATE: [Insert Date]

TO:

[Recipient Name]
[Recipient Title]
[Company Name]
[Street Address]
[City, State, Zip Code]

FROM:

[Your Name]
[Your Company Name]
[Your Address]
[Your Phone Number]

RE: NOTICE OF DEFAULT AND DEMAND TO CURE BREACH OF CONTRACT

Dear [Recipient Name],

This letter serves as formal notice that [Company Name] is in default of the agreement titled "[Name of Agreement/Contract]" dated [Date of Contract] (the "Contract").

1. Description of Breach:

You are currently in breach of the following section(s) of the Contract: [Insert Section Numbers, e.g., Section 4.2 regarding Payment]. Specifically, you have failed to perform the following obligations: [Describe the breach in detail, e.g., failure to pay invoice #123 in the amount of \$0,000.00].

2. Demand to Cure:

Pursuant to the terms of the Contract, you are hereby requested to cure this default within [Number] days of the date of this letter. To cure this breach, you must: [List specific actions required, e.g., remit full payment of outstanding balances].

3. Reservation of Rights:

Failure to remedy this breach within the timeframe stated above will result in further legal action. [Your Company Name] reserves all rights and remedies available under the Contract and applicable law, including but not limited to, the termination of the Contract, recovery of damages, and collection of legal fees.

Please contact me immediately at [Your Phone Number] or [Your Email] to confirm that you have received this notice and intend to resolve this matter.

Sincerely,

[Signature]

[Printed Name]

[Title]