

**CONFIDENTIAL**

Date: [Insert Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: NOTICE OF DEFAULT**

Dear [Recipient Name],

This letter serves as formal notice that you are in default of the [Agreement Name/Contract Number] dated [Original Date of Agreement].

As of the date of this letter, the following default(s) have occurred:

- [Description of Default 1, e.g., Failure to make payment due on Date]
- [Description of Default 2, e.g., Breach of Section X regarding Confidentiality]

To cure this default, you are required to take the following actions by [Deadline Date]:

1. [Required Action 1, e.g., Remit payment of \$Amount]
2. [Required Action 2, e.g., Cease unauthorized activity]

Failure to remedy the aforementioned default(s) within the specified timeframe will result in further legal action, which may include termination of the agreement and the pursuit of all available legal remedies to recover damages and costs.

This notice is sent to you in strict confidence. Please direct all communications regarding this matter to the undersigned.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Organization]