

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

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

RE: NOTICE OF BREACH OF SETTLEMENT AGREEMENT - NON-PAYMENT

Dear [Recipient Name],

I am writing to formally notify you that you are in breach of the Settlement Agreement signed on [Date the agreement was signed].

According to Section [Section Number] of the Agreement, a payment in the amount of \$[Amount] was due to be paid to me on or before [Due Date]. As of the date of this letter, I have not received this payment.

This failure to pay constitutes a material breach of our contract. Pursuant to the terms of the Agreement, I am providing you with formal notice of this default.

Please remedy this breach immediately by delivering the full outstanding balance of \$[Amount] to me no later than [Deadline Date, e.g., 7 days from today].

If payment is not received by the aforementioned date, I will have no choice but to pursue all legal remedies available to me under the law and the terms of our Agreement, which may include filing a lawsuit to enforce the settlement, seeking interest, and recovering attorney fees and legal costs.

I look forward to your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]