

**Date:** [Date]

**TO:** [Recipient Name/Company]

**ADDRESS:** [Recipient Address]

**RE: NOTICE OF DEFAULT REGARDING SETTLEMENT AGREEMENT**

Dear [Recipient Name],

This letter serves as formal notice that you are in default of the Settlement Agreement dated [Date of Agreement] (the "Agreement") between [Your Name/Company Name] and [Recipient Name/Company].

Specifically, you have failed to comply with the following provision(s) of the Agreement:

- [Describe violation, e.g., Failure to make payment due on Date]
- [Describe violation, e.g., Failure to deliver executed documents]

As of the date of this letter, the total amount past due is \$[Amount] plus any applicable interest or late fees as defined in the Agreement.

Pursuant to Section [Section Number] of the Agreement, you are hereby granted [Number] days from the receipt of this notice to cure this default. If the default is not cured in full by [Date], we will exercise all legal rights and remedies available to us, which may include:

- Accelerating the remaining balance due under the Agreement.
- Filing a motion for entry of judgment.
- Commencing legal proceedings to enforce the terms of the settlement.
- Seeking recovery of attorney's fees and court costs.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]