

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

[Date]

[Opposing Party or Attorney Name]
[Law Firm Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Notice of Intent to File Motion to Enforce Settlement Agreement

Case Name: [Case Name]
Case Number: [Case Number]

To [Name of Opposing Party or Attorney],

This letter serves as formal notice that you are currently in breach of the Settlement Agreement executed on [Date Agreement was Signed].

Specifically, you have failed to comply with the following provision(s):
[List the specific obligation(s) missed, e.g., payment of funds, delivery of documents, or performance of an action].

Under the terms of the agreement, this action was required to be completed by [Deadline Date]. As of the date of this letter, we have not received the required [Payment/Documents/Performance].

Please consider this a final demand for performance. If the breach is not cured by [Date/Time, e.g., 5:00 PM on Friday, Month Day, Year], I will proceed with filing a Motion to Enforce Settlement Agreement with the court without further notice.

In addition to seeking an order for immediate compliance, I will request that the court award attorney's fees, interest, and any other costs associated with bringing this motion, as permitted by law and the terms of our agreement.

I look forward to your immediate compliance to avoid further litigation.

Sincerely,

[Your Signature]

[Your Printed Name]