

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

[Date]

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

RE: NOTICE OF DEFAULT AND INTENT TO COMMENCE LEGAL ACTION

Dear [Debtor Name],

This letter serves as formal notice that you are in default of the Settlement Agreement executed on [Date of Agreement] regarding [Reference Account Number or Description of Debt].

Under the terms of the aforementioned agreement, you were required to make payments in the amount of \$[Payment Amount] on [Due Date(s)]. As of the date of this letter, we have not received the payment due on [Missed Payment Date]. The total past due amount is currently \$[Total Amount Overdue].

Please be advised that your failure to cure this default within [Number of Days, e.g., 5 or 7] days of the date of this letter will result in the following actions:

- The immediate cancellation of the Settlement Agreement.
- The reinstatement of the full original balance of \$[Original Debt Amount], less any payments already made.
- The commencement of formal legal proceedings against you to recover the full balance, plus interest, court costs, and reasonable attorney fees.

We strongly urge you to remit the past due amount immediately to avoid further costs and the negative impact of legal action. Payments can be made via [Accepted Payment Methods].

If you believe this notice is in error, or if you have already sent payment, please contact our office immediately at [Phone Number].

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]