

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

[Date]

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

RE: Notice of Non-Compliance with Mediated Settlement Agreement

Dear [Recipient Name],

This letter serves as formal notice regarding your failure to comply with the terms of the Mediated Settlement Agreement reached on [Date of Mediation] in the matter of [Case Name/Reference Number].

According to the signed agreement, you were required to perform the following action(s) by [Due Date]:

[List specific obligations not met, e.g., payment of funds, delivery of property, or specific actions].

As of the date of this letter, I have not received the required [payment/documentation/performance]. This failure to act constitutes a breach of our settlement agreement.

Please remedy this non-compliance by [Date - e.g., 7 days from now] to avoid further legal action. If you fail to comply within this timeframe, I will be forced to pursue all available legal remedies, which may include filing a motion to enforce the settlement in court, seeking a judgment for the full amount, and requesting recovery of attorney fees and court costs.

Please contact me immediately if there is a misunderstanding or if the performance is already in transit.

Sincerely,

[Your Signature]

[Your Printed Name]