

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

[Date]

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

RE: Notice of Breach of Settlement Agreement and Demand for Liquidated Damages

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the Settlement Agreement entered into on [Date of Agreement] between [Party A Name] and [Party B Name].

Specifically, you have failed to comply with Section [Section Number] of the Agreement, which requires [Description of the specific obligation that was missed, e.g., payment by a certain date or confidentiality]. As of the date of this letter, this obligation remains unfulfilled.

Pursuant to Section [Section Number] of the Agreement, the parties agreed that a breach of this nature would result in liquidated damages in the amount of \$[Dollar Amount]. This provision was mutually agreed upon as a reasonable estimate of the damages that would be incurred in the event of such a breach.

Due to your failure to perform as agreed, demand is hereby made for the immediate payment of \$[Dollar Amount] for liquidated damages. This amount must be paid in full no later than [Number] days from the date of this letter.

Please remit payment via [Payment Method, e.g., Wire Transfer/Certified Check] to the following account/address:

[Payment Instructions]

If payment is not received by the aforementioned deadline, I reserve the right to pursue all available legal remedies, including but not limited to, filing a motion to enforce the settlement and seeking reimbursement for attorney fees and court costs.

Sincerely,

[Your Signature]

[Your Printed Name]