

SENT VIA: [Insert Method, e.g., Certified Mail / Email]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF SETTLEMENT AGREEMENT

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the Settlement Agreement executed on [Date Agreement was Signed] between [Name of Party 1] and [Name of Party 2].

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

- [Description of Breach 1, e.g., Failure to pay the installment due on Date]
- [Description of Breach 2, e.g., Failure to return property or maintain confidentiality]

Pursuant to Section [Insert Section Number] of the Agreement, you are required to cure this breach within [Number] days of receiving this notice. To remedy this matter, you must perform the following actions:

- [Action required to fix the breach]
- [Action required to fix the breach]

If the breach is not cured in full by [Deadline Date], [Your Name/Company Name] intends to exercise all available legal rights and remedies. This may include, but is not limited to, filing a lawsuit to enforce the terms of the agreement, seeking liquidated damages, and recovering attorney's fees and costs as permitted by the Agreement.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]

[Your Phone Number]