

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Notice of Intent to Cure Material Breach - Contract [Contract Number/Reference]**

Dear [Recipient Name],

I am writing in response to the notice dated [Date of Breach Notice] regarding the material breach of our agreement due to the failure to maintain Professional Liability Insurance as required under Section [Section Number] of the Contract.

Please accept this letter as formal notice of our intent to cure this breach within the period specified in the agreement. We are currently taking the following steps to rectify the situation:

- Reinstating our previous Professional Liability policy or securing a new policy that meets or exceeds the coverage requirements outlined in the Contract.
- Requesting a Certificate of Insurance (COI) from our insurance carrier naming [Recipient Company Name] as an additional insured/certificate holder, if applicable.
- Reviewing internal protocols to ensure future compliance with all insurance maintenance obligations.

We anticipate providing the updated Certificate of Insurance and proof of continuous coverage by [Date].

We value our professional relationship and appreciate your patience while we resolve this administrative oversight. Should you have any questions, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]