

**DATE:** [Insert Date]

**TO:**

[Name of Recipient/Contract Manager]

[Company Name]

[Address]

[City, State, Zip Code]

**FROM:**

[Your Name/Company Name]

[Address]

[City, State, Zip Code]

**RE: NOTICE OF INTENT TO CURE MATERIAL BREACH**

Dear [Name of Contact],

This letter serves as formal notice regarding the Notice of Default received on [Date of Default Notice] concerning the missed court filing deadlines for the project titled "[Project Name/Contract Number]." We acknowledge that the failure to meet the filing deadline on [Date Missed] constitutes a material breach of our subcontractor agreement.

Pursuant to the cure period established in Section [Section Number] of our contract, we hereby state our formal intent to cure this breach. We are taking the following immediate actions to rectify the situation:

- **Immediate Filing:** We have instructed legal counsel to file the necessary documents with the court no later than [Date], following any applicable "leave of court" or emergency motion procedures.
- **Corrective Staffing:** We have assigned additional administrative and legal oversight to this case to ensure all future deadlines are tracked and met.
- **Status Reporting:** We will provide your office with a time-stamped copy of the filing confirmation immediately upon receipt from the court clerk.

We anticipate that the breach will be fully cured by [Date], which falls within the allowed cure period. We remain committed to the successful completion of our obligations under the subcontract and regret any inconvenience this administrative oversight may have caused.

Please acknowledge receipt of this notice and our intent to cure.

Sincerely,

[Signature]

[Printed Name]

[Title]