

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Client Company Name]
[Address]
[City, State, Zip Code]

RE: Notice of Intent to Cure Material Breach regarding [Contract Name/Reference Number]

Dear [Recipient Name],

We are writing in response to your formal notice dated [Date of Breach Notice] regarding the alleged material breach of the Legal Document Review Outsourcing Contract entered into on [Original Contract Date].

Pursuant to Section [Section Number] of the Agreement, [Your Company Name] hereby formally notifies you of our intent to cure the specified breaches within the [Number of Days] day cure period, which expires on [Expiration Date].

The alleged breaches identified were as follows:

1. [Briefly describe breach 1, e.g., Failure to meet daily document throughput targets]
2. [Briefly describe breach 2, e.g., Deficiency in quality control accuracy rates]

To remedy these issues, we have initiated the following corrective actions:

- [Action 1: e.g., Allocation of five additional senior reviewers to the project]
- [Action 2: e.g., Implementation of a secondary validation protocol for all privilege logs]
- [Action 3: e.g., System updates to resolve technical latency issues]

We believe these measures will bring our services back into full compliance with the Service Level Agreements (SLAs) defined in our contract. We will provide a final report confirming the completion of these cure activities by [Date].

We value our partnership and are committed to maintaining the high standards required for your legal review needs. Should you require further clarification regarding our remediation plan, please contact me directly.

Sincerely,

[Signature]
[Your Name]
[Your Title]