

## **NOTICE OF DEFAULT AND INTENT TO SUE**

Date: [Date]  
From: [Your Name/Company Name]  
Address: [Your Address]

To: [Recipient Name/Company Name]  
Address: [Recipient Address]

### **RE: Notice of Default regarding [Contract Name/Account Number]**

Dear [Recipient Name],

This formal letter serves as official notice that you are in default of your obligations under the agreement dated [Date of Agreement] regarding [Brief Description of Obligation, e.g., unpaid invoices, failure to deliver goods].

As of the date of this letter, you have failed to perform the following:

- [Describe violation 1, e.g., Payment of Invoice #123 in the amount of \$0.00]
- [Describe violation 2, e.g., Failure to complete repairs by the agreed deadline]

The total outstanding balance currently owed is \$[Amount].

### **DEMAND FOR CURE:**

Demand is hereby made that you remedy this default by [Action Required, e.g., paying the full balance] within [Number] days from the date of this letter. Payment should be sent to the address listed above.

### **INTENT TO SUE:**

If you fail to cure the default within the timeframe specified above, I will have no choice but to initiate formal legal proceedings against you in a court of law to recover the full amount owed, plus interest, court costs, and any applicable attorney fees. This letter shall serve as evidence that I attempted to resolve this matter through formal notification prior to litigation.

Please govern yourself accordingly.

Sincerely,

[Your Signature]  
[Your Printed Name]