

Date: [Insert Date]

To: [Name of Recipient]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND BREACH OF CONTRACT

Dear [Name of Recipient],

This letter serves as formal notice that you are in default of the contract titled "[Name of Agreement]" dated [Date of Contract] (the "Agreement").

Specifically, you have breached the following provision(s) of the Agreement:

- **Section [Number]:** [Description of the specific obligation not met].
- **Section [Number]:** [Description of the specific obligation not met].

The nature of the breach is as follows: [Provide a detailed description of the actions or omissions that caused the default].

Pursuant to Section [Number] of the Agreement, you are hereby granted a period of [Number] days from the receipt of this notice to cure the aforementioned default(s). To remedy this breach, you must: [List specific actions required to fix the problem].

Failure to cure this default within the specified timeframe will result in further legal action, which may include termination of the Agreement, seeking monetary damages, and the recovery of legal fees as permitted by law.

Please contact the undersigned immediately to confirm your receipt of this notice and your intent to remedy the breach.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]