

Date: [Insert Date]

TO: [Name of Defaulting Party]

[Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT REGARDING SETTLEMENT AGREEMENT

Dear [Name of Defaulting Party],

This letter serves as formal notice that you are in default of the Settlement Agreement dated [Date of Agreement] between [Name of Party A] and [Name of Party B].

Specifically, you have failed to comply with the following provision(s):

[Describe the breach, e.g., failure to make payment due on Date / failure to deliver documents].

Pursuant to Section [Section Number] of the Agreement, you are hereby given [Number] days from the receipt of this notice to cure this default. To remedy this matter, you must perform the following action(s):

[Detail required action, e.g., pay the outstanding balance of \$0.00].

If the default is not cured within the specified timeframe, [Your Name/Company Name] intends to exercise all available legal rights and remedies, which may include terminating the agreement, accelerating the remaining balance, or initiating legal proceedings to enforce the terms and seek damages.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Phone Number]