

Date: [Insert Date]

To: [Name of Recipient]
[Title/Position]
[Company Name]
[Company Address]

RE: NOTICE OF DEFAULT REGARDING SERVICE AGREEMENT

Dear [Recipient Name],

This letter serves as formal notice that you are in default of the Service Agreement dated [Original Agreement Date] between [Your Name/Company] and [Recipient Company Name].

As of [Current Date], you have failed to fulfill the following obligations under the terms of the Agreement:

- [Describe Default Item 1 - e.g., Failure to make payment due on Date]
- [Describe Default Item 2 - e.g., Failure to provide services as specified in Section X]
- [Describe Default Item 3]

Pursuant to Section [Section Number] of the Agreement, you are required to cure this default within [Number of Days] days from the receipt of this notice.

Failure to remedy the default by [Deadline Date] may result in further action, including but not limited to, the immediate termination of the Agreement, the pursuit of legal remedies, and the collection of outstanding fees and interest.

Please contact me immediately at [Phone Number] or [Email Address] to confirm that you have received this notice and to discuss your plan for rectification.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Company Name]