

DATE: [Insert Date]

TO:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

ATTENTION: [Contact Person Name/Legal Department]

RE: NOTICE OF DEFAULT REGARDING [CONTRACT NAME/NUMBER]

Dear [Contact Person Name],

This letter serves as formal notice that [Your Company Name] considers [Vendor Name] to be in default of the agreement titled "[Contract Name]" dated [Contract Start Date] (the "Agreement").

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

- [Describe Breach 1 - e.g., Failure to deliver goods by deadline]
- [Describe Breach 2 - e.g., Failure to meet quality specifications]
- [Describe Breach 3 - e.g., Non-compliance with Section X of the Agreement]

Pursuant to Section [Insert Section Number] of the Agreement, you are hereby granted a cure period of [Number] days from the receipt of this notice to remedy these defaults.

To cure these defaults, [Vendor Name] must take the following actions:

1. [Specific Action 1]
2. [Specific Action 2]

Failure to remedy the aforementioned defaults within the specified timeframe will result in [Your Company Name] pursuing all available legal remedies, which may include, but are not limited to, immediate termination of the Agreement, seeking liquidated damages, and/or initiating legal action to recover losses.

Please acknowledge receipt of this notice and provide a written plan for the cure of these defaults by [Date].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]