

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Address]

RE: Notice of Breach of Settlement Agreement - [Reference Number/Case Name]

Dear [Recipient Name],

I am writing to formally notify you that you are in breach of the Settlement Agreement executed on [Date the agreement was signed] between [Party Name 1] and [Party Name 2].

Specifically, you have failed to comply with Section [Insert Section Number] of the Agreement, which states:

"[Insert the specific clause or obligation that was violated]"

As of the date of this letter, the following breach has occurred:

[Describe the specific violation, such as missed payment, failure to perform a service, or breach of confidentiality].

Under the terms of our agreement, this breach must be rectified immediately. I demand that you take the following corrective action by [Date]:

[Describe the specific action needed to fix the breach, e.g., payment of \$X amount].

If you fail to cure this breach within [Number] days of receiving this letter, I will be forced to pursue further legal remedies as permitted under the law and the terms of our Agreement. This may include initiating a lawsuit to enforce the settlement, seeking damages, and recovering legal fees.

Please confirm in writing by [Date] that you have taken the necessary steps to resolve this matter.

Sincerely,

[Your Signature]

[Your Printed Name]