

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT AND RIGHT TO CURE

Dear [Recipient Name],

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

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

[Section/Paragraph Number]: [Describe the specific breach, e.g., failure to pay, failure to provide services, etc.]

Under the terms of the Contract, specifically Section [Section Number regarding Cure Period], you are entitled to a period of [Number] days from the receipt of this notice to remedy (cure) this breach.

To cure this breach, you must take the following actions by [Deadline Date]:

[Detailed list of actions required to fix the issue]

If the breach is not fully cured by the date specified above, [Your Company Name] intends to exercise its legal rights and remedies under the Contract, which may include termination of the agreement and the pursuit of legal action for damages.

Please contact me immediately to confirm that you have received this notice and to outline your plan for curing the breach.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]