

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND RIGHT TO CURE

Dear [Vendor Contact Name],

This letter serves as formal notice that [Vendor Company Name] is in breach of the Service Agreement dated [Original Contract Date] regarding [Description of Services].

Specifically, the following default(s) have occurred:
[Detailed description of the service failure or breach]

Pursuant to Section [Section Number] of our Agreement, you are hereby granted a period of [Number of Days, e.g., 30] days from the receipt of this notice to cure the aforementioned breach(es). To cure these defaults, you must perform the following actions:
[Specific actions required to fix the issue]

Failure to remedy these issues by [Deadline Date] will result in [Your Company Name] exercising its rights under the contract, which may include termination of the agreement, seeking alternative services at your expense, or pursuing legal remedies.

Please acknowledge receipt of this notice and provide a written plan of action within [Number] business days.

Sincerely,

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