

**SENT VIA CERTIFIED MAIL**

**Date:** [Insert Date]  
**To:** [Recipient Name/Entity]  
**Address:** [Recipient Street Address]  
**City, State, Zip:** [Recipient City, State, Zip]

**RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT OF ACCRUED PENALTIES**

Dear [Recipient Name],

This letter serves as formal notice that you are in default of the [Title of Agreement], dated [Date of Original Agreement], regarding the property or matter located at [Address or Description of Subject Matter].

Specifically, you have breached the following covenant(s):

- **Covenant Reference:** [Section/Clause Number]
- **Description of Breach:** [Briefly describe the violation]
- **Date(s) of Occurrence:** [Insert Dates]

Per the terms of the aforementioned agreement, a penalty of \$[Amount] per [Day/Week/Month] is applied to such breaches. As of the date of this letter, the total accrued penalties are as follows:

Description	Calculation	Total Owed
Accrued Penalties	[Rate] x [Number of Units]	\$(Total Amount)

**DEMAND IS HEREBY MADE** for the immediate payment of the total amount of \$[Total Amount]. This payment must be received by [Deadline Date].

Furthermore, you are required to cure the breach by [Action Required to Fix Issue] no later than [Cure Deadline Date]. Failure to remit payment and remedy the breach may result in further legal action, including but not limited to the termination of the agreement, litigation, and the pursuit of legal fees and costs.

Please govern yourself accordingly.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Company Name]  
[Your Phone Number]