

**Date:** [Insert Date]

**TO:**

[Name of Recipient/Contracting Party]

[Recipient Address]

[City, State, Zip Code]

**FROM:**

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

**RE: NOTICE OF DEFAULT AND BREACH OF CONTRACT**

Dear [Recipient Name],

This formal letter serves as a declaration of default regarding the contract titled "[Name of Agreement]" dated [Date of Contract] (the "Agreement").

As of the date of this letter, you are in breach of your obligations under the following sections of the Agreement:

- [Section Number/Clause]: [Briefly describe the specific obligation failed]
- [Section Number/Clause]: [Briefly describe the specific obligation failed]

Specifically, the breach occurred because: [Provide a concise description of the actions or omissions that caused the default].

Pursuant to the terms of the Agreement, you are hereby requested to cure this default within [Number of Days] days from the receipt of this notice. Failure to remedy the breach within this timeframe will result in [Your Name/Company Name] exercising its legal rights, which may include:

- Immediate termination of the Agreement.
- Commencement of legal action to recover damages.
- Seeking specific performance or injunctive relief.

Please confirm in writing that you have received this notice and provide your proposed plan to rectify the default.

This letter is sent without prejudice to any other rights or remedies available to us under the Agreement or applicable law.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Position]