

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF DEFAULT AND SPECIFICATION OF CURE PERIOD DEADLINE**

Dear [Recipient Name],

This letter serves as formal notice regarding your failure to perform the following obligations under the agreement titled "[Agreement Name]" dated [Agreement Date]:

[Detailed description of the breach/default]

In accordance with Section [Section Number] of the aforementioned agreement, you are hereby granted a Cure Period to remedy this default. Please be advised that the deadline to complete all corrective actions is:

**CURE PERIOD DEADLINE: [Insert Date] at [Insert Time]**

To successfully cure this default, you must complete the following actions before the deadline stated above:

- [Required Action 1]
- [Required Action 2]
- [Required Action 3]

If the default is not fully remedied to the satisfaction of [Your Name/Company Name] by the specified deadline, we reserve the right to exercise all available legal remedies, which may include contract termination, the assessment of penalties, or the pursuit of damages without further notice.

Please acknowledge receipt of this notice and provide confirmation once the cure actions have been completed.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]