

SENT VIA: [Insert Method, e.g., Certified Mail / Email]

[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 DEFAULT AND DEMAND TO CURE

Dear [Recipient Name],

This letter serves as formal notice that you are in default of your obligations under the agreement titled "[Name of Agreement/Contract]" dated [Date of Original Agreement] (the "Agreement").

As of [Current Date], you have failed to make the following payment(s) due:

- **Invoice/Reference Number:** [Number]
- **Due Date:** [Date]
- **Amount Overdue:** \$[Amount]
- **Late Fees/Interest:** \$[Amount] (if applicable)
- **Total Balance Due:** \$[Total Amount]

Pursuant to Section [Section Number] of the Agreement, you are hereby granted a cure period of [Number, e.g., 10 or 30] days from the date of this notice to remedy this default. To cure this default, you must provide payment in full of the Total Balance Due by no later than [Deadline Date].

Payment should be made via [Specify Method: Check/Wire/Online Portal] to the following account:

[Insert Payment Instructions/Address]

Failure to cure this default within the specified time frame will result in further legal action to enforce the terms of the Agreement. This may include, but is not limited to, the immediate termination of the Agreement, the acceleration of all remaining balances, and the pursuit of legal remedies to recover the debt, interest, and any associated legal fees.

Please contact me immediately at [Phone Number] if you believe this notice has been sent in error or if you wish to discuss a payment arrangement.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]