

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Street Address]

City, State, Zip: [Recipient City, State, Zip]

RE: NOTICE OF DEFAULT AND THIRTY (30) DAY DIRECTIVE TO CURE

Dear [Recipient Name],

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

Specifically, you have failed to comply with the following provision(s):

- [Description of Breach/Default 1]
- [Description of Breach/Default 2]

Pursuant to the terms of the aforementioned agreement, you are hereby directed to cure these defaults within **thirty (30) calendar days** from the date of this letter. The deadline for completion is [Insert Specific Deadline Date].

To satisfy this directive, you must take the following actions:

- [Specific action required to fix the issue]
- [Specific action required to fix the issue]

Failure to remedy the defaults listed above by the close of business on [Insert Specific Deadline Date] will result in [Insert Consequence, e.g., immediate termination of the contract, legal action, or forfeiture of deposit].

Please provide written confirmation once these actions have been completed. We reserve all rights and remedies available to us under the law and the terms of our agreement.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]