

**Date:** [Insert Date]

**To:**

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF DEFAULT - FAILURE TO PROVIDE REQUIRED FINANCIAL DOCUMENTATION**

Dear [Recipient Name],

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

According to Section [Insert Section Number] of the Agreement, you are required to provide the following financial documentation to [Your Name/Company Name] by [Original Due Date]:

- [List Document 1, e.g., Annual Balance Sheet]
- [List Document 2, e.g., Profit and Loss Statement]
- [List Document 3, e.g., Tax Returns]

As of the date of this letter, we have not received these documents. This failure constitutes a material breach of our agreement.

**Action Required:**

To cure this default, you must submit the aforementioned documentation in full no later than [Insert Deadline Date, e.g., 10 days from receipt of this letter].

Failure to provide the required financial information within this timeframe may result in further action, including but not limited to, the acceleration of outstanding balances, termination of the agreement, or legal proceedings as permitted under the contract.

Please deliver the documents via [Insert Delivery Method, e.g., Email/Certified Mail] to the attention of [Name/Department].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]