

Subject: URGENT: Notice of Default - [Account/Contract Number] - Action Required

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

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

The default is based on the following: [Describe the breach, e.g., failure to make payments due on Date].

To cure this default, you are required to [Action required, e.g., pay the outstanding balance of \$Amount] by [Deadline Date].

Failure to remedy this default within the specified timeframe may result in further legal action or the termination of the agreement.

Please contact us immediately at [Phone Number] if you have any questions or to confirm payment.

Sincerely,

[Your Name]
[Your Company Name]