

Subject: FORMAL NOTICE OF DEFAULT - [Contract/Account Number]

[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 dated [Date of Agreement] regarding [Brief Description of Contract/Service].

The specific nature of the default is as follows:
[Detailed description of the breach, e.g., failure to pay an outstanding balance of \$0.00].

To cure this default, you are required to [Action Required, e.g., pay the full amount] by no later than [Deadline Date].

Failure to remedy this situation by the aforementioned date will result in further legal action or the termination of services as permitted under the terms of our agreement.

Please contact us immediately at [Phone Number] or [Email Address] to confirm receipt of this notice or to discuss payment arrangements.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]