

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND DEADLINE TO CURE

Dear [Recipient Name],

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

The specific nature of the default is as follows:

[Detailed description of the default, e.g., non-payment of \$0.00, failure to provide specific services, etc.]

To cure this default, you are required to take the following actions:

[List specific actions required to fix the issue]

DEADLINE FOR COMPLIANCE:

The aforementioned actions must be completed in full no later than 5:00 PM on **[Insert Specific Deadline Date]**.

Failure to cure this default by the specified deadline will result in further action, which may include [termination of the contract, legal proceedings, or acceleration of debt], as permitted under the terms of our agreement and applicable law.

Please contact the undersigned immediately at [Phone Number] or [Email Address] if you have any questions or to confirm that the default has been rectified.

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Address]