

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name/Registered Agent]
[Company Name, if applicable]
[Recipient Address]
[City, State, Zip Code]

RE: FORMAL NOTICE OF DEFAULT AND INTENT TO SUE

Dear [Recipient Name],

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

Specifically, you have failed to perform the following: [Describe the default, e.g., failure to pay \$ amount, failure to deliver services, etc.].

Despite previous requests for performance, this matter remains unresolved. As of the date of this letter, the total amount due and owing is \$[Amount], which includes [Principal, Interest, Fees].

DEMAND FOR CURE

Demand is hereby made that you remedy this default by [Deadline Date, e.g., 10 days from receipt of this letter]. Payment should be made via [Payment Method] to the address listed above.

INTENT TO SUE

If you fail to cure the default or contact the undersigned to arrange a settlement by the aforementioned date, I will have no alternative but to commence formal legal proceedings against you in [Name of County/Court] to seek the full amount owed, plus interest, court costs, and reasonable attorney fees as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]