

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

[Date]

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

RE: NOTICE OF DEFAULT AND DEMAND FOR IMMEDIATE PAYMENT

Dear [Recipient Name],

This letter serves as formal notice that you are in default of the Settlement Agreement dated [Date of Agreement] regarding [Subject of Settlement/Case Number].

Pursuant to the terms of the aforementioned agreement, you were required to make a payment in the amount of \$[Amount] on or before [Due Date]. As of the date of this letter, we have not received the payment, and the grace period, if any, has expired.

Demand is hereby made for the immediate payment of the full past-due balance of \$[Amount]. Please remit these funds by [Final Deadline Date] via [Accepted Payment Method].

Failure to cure this default by the date specified above will result in further legal action to enforce the agreement. This may include, but is not limited to, the filing of a lawsuit, the entry of a judgment for the full original claim amount, and the pursuit of interest, late fees, and legal costs as permitted by the agreement and applicable law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]