

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

[Date]

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

RE: FIRST NOTICE OF DEFAULT - Settlement Agreement dated [Date of Agreement]

Dear [Recipient Name],

This letter serves as formal notice that you are in default of the Settlement Agreement entered into on [Date of Agreement] between [Party A Name] and [Party B Name].

Under the terms of said Agreement, you were required to perform the following action(s):
[Describe the missed payment or failed obligation, e.g., "Submit a payment in the amount of \$0.00 by Date"].

As of the date of this letter, we have not received the required performance. This failure constitutes a breach of the Agreement.

Pursuant to Section [Section Number] of the Settlement Agreement, you are hereby granted a cure period of [Number] days from the receipt of this notice to remedy this default. To cure this default, you must:

[List specific actions required, e.g., "Remit the overdue payment of \$0.00 via certified check"].

Failure to cure this default within the specified timeframe will result in [Your Name/Company Name] pursuing all available legal remedies, which may include the acceleration of the full balance due, the filing of a judgment, or the commencement of further legal action.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]