

[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 BREACH OF SETTLEMENT AGREEMENT

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the Settlement Agreement executed on [Date Agreement was Signed] regarding [Brief Description of Original Dispute/Case Name].

Under the terms of the Agreement, you were required to perform the following action(s):

[Detailed description of the obligation failed, e.g., payment of \$X amount, delivery of documents, or specific conduct].

As of the date of this letter, you have failed to fulfill these obligations. Specifically, [Describe the nature of the breach, e.g., the payment due on Date was not received].

To remedy this breach, I demand that you take the following corrective action by [Deadline Date, e.g., 7 days from today]:

[Describe what needs to be done to cure the breach].

Failure to cure this breach within the specified timeframe will leave me with no choice but to pursue all available legal remedies. This may include filing a motion to enforce the settlement, seeking damages for the breach, and requesting reimbursement for attorney fees and court costs as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]