

**SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED**

Date: [Insert Date]

To: [Name of Defaulting Party]

[Address]

[City, State, Zip Code]

**RE: FORMAL DEMAND FOR COMPLIANCE - BREACH OF SETTLEMENT AGREEMENT**

Dear [Name of Contact Person],

This letter serves as a formal demand regarding your breach of the Settlement Agreement entered into on [Date Agreement was Signed] (the "Agreement") between [Your Name/Company Name] and [Name of Defaulting Party].

Under the terms of the Agreement, you were required to perform the following action(s) by [Due Date]:

[Insert Description of Breach, e.g., Payment of \$X.XX, Delivery of Documents, or Specific Action].

As of the date of this letter, you have failed to fulfill these obligations. This failure constitutes a material breach of the Agreement. Please be advised that the Agreement was intended to resolve [Briefly mention the original dispute] and was executed as a legally binding contract to avoid further litigation.

**DEMAND IS HEREBY MADE** that you remedy this breach by performing the following actions no later than [Insert Number, e.g., 5 or 7] business days from the date of this letter:

- [Action 1]
- [Action 2]

Failure to cure this breach within the specified timeframe will leave me with no alternative but to pursue all available legal remedies. This may include, but is not limited to, filing a lawsuit for breach of contract, seeking specific performance, and requesting the recovery of attorney's fees, interests, and court costs as permitted by law or the terms of the Agreement.

I hope to resolve this matter without the intervention of the court. Please contact me immediately at [Your Phone Number] or [Your Email Address] to confirm that the required actions are being taken.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Company Name, if applicable]