

URGENT: FINAL DEMAND BEFORE LEGAL ACTION

Date: [Insert Date]

To: [Name of Defaulting Party]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Re: Breach of Settlement Agreement dated [Insert Date of Original Agreement]

Dear [Name of Recipient],

This letter serves as a formal final demand regarding your breach of the Settlement Agreement entered into on [Insert Date].

Under the terms of the aforementioned agreement, you were required to:
[Describe the obligation missed, e.g., pay the sum of \$XX.XX / perform specific actions] by
[Insert Due Date].

As of the date of this letter, you have failed to fulfill these obligations. This failure constitutes a material breach of our contract.

Required Action:

To remedy this breach and avoid further legal proceedings, you must:
[Insert Action Required, e.g., provide full payment in the amount of \$XX.XX via certified funds]
no later than [Insert Deadline Date, e.g., 5 business days from today].

Failure to comply with this final demand will leave me no choice but to pursue all available legal remedies. This may include, but is not limited to, filing a lawsuit to enforce the agreement, seeking interest, and recovery of any legal fees and costs incurred as a result of your default.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]