

**SENT VIA REGISTERED MAIL / EMAIL**

Date: [Insert Date]  
From: [Your Name/Company Name]  
Address: [Your Address]

To: [Recipient Name/Company Name]  
Address: [Recipient Address]

**RE: NOTICE OF BREACH OF SETTLEMENT AGREEMENT AND INTENT TO SUE**

Dear [Recipient Name],

This letter serves as formal notice that you are in material breach of the Settlement Agreement executed on [Date of Agreement] regarding [Brief Description of Dispute].

Specifically, you have failed to comply with the following terms:

- [Describe Breach 1, e.g., Failure to pay the sum of \$X by Date]
- [Describe Breach 2, e.g., Failure to deliver signed documents]

Pursuant to the terms of our agreement, you are hereby requested to cure this breach within [Number] business days from the date of this letter. To remedy this matter, you must:

- [List specific action required to fix the breach]

Failure to cure the breach by [Deadline Date] will result in immediate legal action. We reserve the right to pursue all available legal remedies, which may include:

1. Filing a lawsuit for breach of contract.
2. Seeking the full original amount owed prior to the settlement (if applicable).
3. Claiming interest, legal fees, and court costs as permitted by law.

We strongly urge you to resolve this matter immediately to avoid the expense and public record of a lawsuit.

Please contact [Name] at [Phone/Email] to confirm that the breach has been cured.

Sincerely,

[Your Signature]  
[Your Printed Name]