

Formal Default Letter

Date:

To:

Subject: Notice of Default

Dear ,

This letter serves as formal notice that you are currently in default under the terms of the agreement dated , between and yourself.

The default arises from your failure to . We kindly request that you remedy this default within days from the date of this letter.

If the default is not cured within the stipulated time, we reserve the right to take further action as permitted by law and the terms of our agreement.

Should you have any questions, please contact us immediately at .

Sincerely,