March 7, 2022

[Recipient Address]

**Re: Notice of Breach and Opportunity to Cure**

**Contract # [insert number] for [insert commodity/service description]**

[Recipient Name],

Please consider this letter as notice that [insert company name] is in breach of its contractual obligations under the above identified contract. More specifically, [insert company name] failed to [insert contractual failure] as required by section [insert section of contract breached] of the contract.

This failure must be remedied by [insert the desired remedy] no later than [insert drop dead date for cure/contract time period for cure] or the State will be forced to pursue all available remedies, including but not limited to, contract cancellation, breach of contract suit, vendor suspension, and vendor debarment. Should you have any questions regarding this matter, please contact [insert contact name and phone number/address/email].

 Respectfully,

 [insert sender information]

cc