

Cure Letter Template

The following are examples of Cure, Default and Request for Replacement Cost letters. Revise them as appropriate. For complex dispute situations, contact your attorney advisor.

CURE LETTER

(Use Agency Letterhead)

Date

Contractor's Name and Address

Subject: Notice of Contract Deficiency and Required Action

Dear _____:

As substantiated by the submission of a Vendor Complaint Form, you have failed to meet the requirement(s), i.e., *(delivery), (specifications), (performance standards), etc. on P.O. (or Contract) _____ dated _____. You are to satisfy this deficiency within _____ days after the receipt of this notice; the (state entity) may terminate for default under the terms and conditions of the Termination clause of this contract.

Sincerely,

Contract Officer (if applicable)

Contract Administrator

* Choose appropriate condition.