

# NOTICE TO CORRECT (NOTICE TO CURE) – Template

Template outline (edit and export to your letterhead).

## Header

- Project / Contract / Parties
- Notice reference & date
- To/CC/Subject

## Background

- Reference NCR(s) and instructions
- State continuing failure/default

## Requirement to Correct

- List required actions
- Containment & verification

## Cure period

- Deadline date/time
- Ask for immediate notice if not achievable

## Consequences

- Withholding/backcharge/engage others
- Default termination steps (per contract)

## Reservation

- All rights reserved

## Sign-off

- Name/title/signature/date
- Attachments list