

URGENT: FINAL DEMAND BEFORE LEGAL ACTION

Date: [Insert Date]

To: [Debtor Name/Company Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

RE: Equipment Financing Agreement #[Insert Contract Number]

Dear [Insert Name of Contact Person],

This letter serves as formal notice that your account is seriously past due. Despite previous attempts to resolve this matter, we have not received the required payments for the equipment financed under the above-referenced agreement.

As of [Insert Date], the total outstanding balance is \$[Insert Total Amount Due], which includes late fees and interest. The equipment currently being financed is: [Insert Description of Equipment/Serial Numbers].

FINAL NOTICE

Take notice that if the full amount of \$[Insert Total Amount Due] is not received by [Insert Deadline Date, e.g., 5 business days from now], we will take the following actions without further notice to you:

- Commence formal legal proceedings to recover the full balance of the contract.
- Exercise our right to repossess the equipment.
- Report this default to national credit bureaus.
- Hold you liable for all legal fees, collection costs, and court expenses incurred.

Please remit payment immediately via [Insert Payment Method, e.g., Wire Transfer/Online Portal] or contact our office at [Insert Phone Number] to arrange for the immediate voluntary surrender of the equipment.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]