

[Attorney Name/Law Firm Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Debtor Name]
[Debtor Business Name]
[Street Address]
[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Equipment Lease Agreement: [Lease/Contract Number]

Equipment Description: [Description of Equipment]

Total Amount Due: \$[Total Past Due Amount]

Dear [Debtor Name],

This law firm represents [Lessor/Client Name] regarding your Equipment Lease Agreement dated [Date of Agreement].

According to our client's records, you are in default of your contractual obligations. As of the date of this letter, your account is past due in the amount of \$[Amount], which includes [Monthly Payments / Late Fees / Interest / Penalties].

Pursuant to the terms of the Lease Agreement, [Lessor/Client Name] hereby demands that you pay the full amount of \$[Total Past Due Amount] no later than [Deadline Date, e.g., 10 days from receipt]. Payment should be made payable to "[Lessor/Client Name]" and sent to our office at the address listed above.

Please be advised that if payment is not received by the aforementioned date, our client has authorized us to pursue all available legal remedies to recover the debt and the leased equipment. This may include, but is not limited to:

- The immediate acceleration of all remaining lease payments.
- Formal repossession of the equipment.
- Commencement of a civil lawsuit for breach of contract.
- Recovery of attorney's fees, court costs, and collection expenses.

If you believe there is an error regarding this balance, or if you wish to discuss a payment arrangement, you must contact this office immediately at [Phone Number].

This is an attempt to collect a debt, and any information obtained will be used for that purpose.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

[Law Firm Name]