

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Lessee Name/Company Name]
[Lessee Address]
[City, State, Zip Code]

RE: NOTICE OF BREACH OF EQUIPMENT LEASE AGREEMENT

Dear [Name of Contact Person],

This letter serves as formal notice that you are in breach of the Equipment Lease Agreement dated [Date of Original Agreement] regarding the following equipment: [Description of Equipment/Serial Number].

Specifically, you have failed to comply with the terms of the agreement as follows:
[Insert detailed description of the breach, e.g., failure to make payments, unauthorized movement of equipment, or lack of maintenance].

Under Section [Section Number] of our Agreement, you are required to [Action required to fix the breach, e.g., pay the outstanding balance of \$0.00].

Please take notice that you have [Number of Days] days from the receipt of this letter to cure this breach. Failure to remedy this matter by [Deadline Date] will result in [Your Company Name] taking further action, which may include:

- Immediate termination of the Lease Agreement.
- Repossession of the equipment.
- Legal action to recover outstanding balances, late fees, and legal costs.

We hope to resolve this matter promptly. Please contact [Contact Name] at [Phone Number] or [Email Address] immediately to confirm your plan for compliance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]