

## URGENT: FINAL NOTICE PRIOR TO LEGAL ACTION

Date: [Insert Date]

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

Re: Final Demand for Payment - Lease Agreement #[Insert Lease Number]

Dear [Debtor Contact Name],

This letter serves as our final formal attempt to collect the outstanding balance regarding the lease of [Description of Equipment]. Despite our previous notices dated [Date of First Notice] and [Date of Second Notice], your account remains delinquent.

As of today, your total overdue balance is: **#[Insert Amount]**

This balance includes:

- Past due lease payments: \$[Amount]
- Late fees and penalties: \$[Amount]
- Interest charges: \$[Amount]

Failure to remit the full payment of \$[Total Amount] by **[Insert Deadline Date, e.g., 5 business days from today]** will result in the following immediate actions:

1. Placement of your account with a third-party debt collection agency.
2. Commencement of formal legal proceedings to recover the debt and the equipment.
3. Reporting of this default to major credit bureaus.
4. Recovery of all legal fees and court costs as permitted under the lease agreement.

To prevent these actions, please send payment immediately via [Insert Payment Method, e.g., Certified Check, Wire Transfer, or Online Portal].

If you have already sent payment, please contact our office at [Your Phone Number] immediately to provide the tracking or confirmation details.

This is your final opportunity to resolve this matter amicably.

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Company Name]

[Phone Number]  
[Email Address]