

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

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

**RE: FINAL DEMAND FOR OVERDUE LEASE PAYMENTS**

Dear [Lessee Name],

This letter serves as a formal final demand for payment regarding your equipment lease agreement, reference number [Lease Agreement Number], for the following equipment: [Description of Equipment].

Our records indicate that your account is currently in arrears for the total amount of \$[Total Amount Owed]. This balance consists of the following:

- Past Due Lease Payments: \$[Amount]
- Late Fees: \$[Amount]
- Interest Charges: \$[Amount]

Despite previous notices, we have not received the outstanding balance. Please be advised that this is your final notice. You are required to remit the full payment of \$[Total Amount Owed] by [Deadline Date, e.g., 7 days from today].

Failure to settle this debt by the specified date will leave us with no choice but to take further action, which may include:

1. Immediate termination of the lease agreement.
2. Repossession of the equipment.
3. Commencement of legal proceedings to recover the debt and associated legal costs.
4. Reporting the default to credit bureaus.

Please contact our accounts department immediately at [Phone Number] or [Email Address] to confirm payment or to discuss an immediate settlement.

Sincerely,

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