

Date: [Insert Date]

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

RE: NOTICE OF DEFAULT REGARDING EQUIPMENT LEASE AGREEMENT

Dear [Lessee Name],

This letter serves as formal notice that you are in default of the Equipment Lease Agreement dated [Original Lease Date] for the following equipment:

[Insert Description of Equipment/Serial Numbers]

The nature of the default is as follows:

[Insert Detailed Description of Default, e.g., Failure to make payments for the months of January and February, totaling \$0,000.00]

Pursuant to the terms of the Agreement, you are required to cure this default by taking the following actions:

[Insert Required Action, e.g., Payment of the full past-due amount plus late fees]

Please be advised that you must cure this default within [Number] days of the date of this notice. Failure to remedy the default within this timeframe may result in further legal action, including but not limited to, the immediate termination of the Lease Agreement, repossession of the equipment, and the pursuit of all outstanding balances and legal fees.

If you have already sent payment or believe this notice was sent in error, please contact our office immediately at [Your Phone Number].

Sincerely,

[Your Name/Company Name]
[Your Title]
[Your Address]
[Your Phone Number]