

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Address]

Account Number: [Insert Account Number]

NOTICE OF INTENT TO REPOSSESS EQUIPMENT

Dear [Recipient Name],

This letter serves as a formal warning regarding your past due balance on the following equipment:

- **Equipment Description:** [Insert Make/Model]
- **Serial Number:** [Insert Serial Number]
- **Agreement Date:** [Insert Date of Lease/Purchase Agreement]

Our records indicate that your account is currently in default. As of [Current Date], the total amount overdue is \$[Amount Due]. This balance includes late fees and interest as outlined in your contract.

Failure to remit payment or contact our office to arrange a payment plan by [Deadline Date] will result in the immediate repossession of the equipment listed above. If the equipment is repossessed, you may also be held liable for transportation costs, storage fees, and legal expenses incurred during the recovery process.

To avoid further action, please submit your payment immediately via [Insert Payment Method] or contact our collections department at [Phone Number] to discuss this matter.

Please disregard this notice if payment has already been sent.

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Your Phone Number]

[Your Email Address]