

Date: [Insert Date]

To:

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

From:

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

RE: NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS

Account Number: [Insert Account Number]

Equipment Description: [Insert Equipment Description]

Total Outstanding Balance: \$[Insert Amount]

Dear [Name of Lessee/Contact Person],

This letter serves as a formal notice regarding your delinquent account for the lease of the equipment mentioned above. Despite previous reminders, your account remains significantly past due.

As of [Date], your total outstanding balance is \$[Amount], which includes [Monthly Lease Payments/Late Fees/Interest].

Please be advised that this is your **Final Notice**. If payment is not received in full, or if a mutually agreed-upon payment plan is not established by [Deadline Date - e.g., 7 days from today], we will be forced to take the following actions:

- Commence formal legal proceedings to recover the full debt, including interest and legal costs.
- Immediate repossession of the leased equipment as per the terms of the Lease Agreement.
- Reporting of this delinquency to major credit bureaus.

To prevent this matter from escalating, please submit payment via [Payment Method: e.g., Check, Bank Transfer, Online Portal] immediately. If you have already sent payment, please disregard this notice.

We strongly urge you to contact our office at [Phone Number] or [Email Address] today to resolve this matter and avoid further legal consequences.

Sincerely,

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