

URGENT NOTICE: FORMAL DEMAND FOR PAYMENT

Date: [Insert Date]

To:

[Lessee Name]

[Lessee Address]

[City, State, Zip Code]

From:

[Lessor Name/Collection Department]

[Lessor Address]

[Phone Number]

RE: Equipment Lease Agreement #[Lease Number]

Dear [Lessee Contact Name],

This letter serves as a formal demand for payment regarding your delinquent equipment lease account. According to our records, your account is currently past due in the amount of **\$(Total Amount Owed)**.

Despite previous notifications, we have not received the required payments for the following equipment:

- [Equipment Description 1 / Serial Number]
- [Equipment Description 2 / Serial Number]

Your failure to remit payment places you in default of your lease agreement. To prevent further action, you must submit the full balance by **[Deadline Date]**.

Failure to resolve this debt immediately may result in the following actions:

1. Acceleration of all remaining lease payments.
2. Immediate repossession of the leased equipment.
3. Reporting of this default to commercial credit bureaus.
4. Referral of this matter to outside legal counsel for litigation.

Please remit payment via [Insert Payment Method - e.g., Wire Transfer, Online Portal, or Check].

If you have already sent payment, please disregard this notice. If you wish to discuss a payment arrangement, contact us immediately at [Phone Number].

Sincerely,

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