

FINAL DEMAND FOR PAYMENT AND RETURN OF EQUIPMENT

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

From:

[Your Company Name]

[Your Address]

[Your Phone Number]

RE: FINAL NOTICE - Account Number: [Insert Account Number]

Dear [Debtor Name],

This letter serves as a formal final demand for the immediate payment of your outstanding balance and the return of leased equipment belonging to [Your Company Name].

Despite previous notifications, your account remains delinquent. As of [Date], the total amount overdue is: **[\$[Insert Amount]]**.

Furthermore, the following equipment leased under agreement [Lease Number] must be returned immediately:

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

Please be advised that unless we receive full payment and confirmation of the equipment return by [Deadline Date], we will have no choice but to escalate this matter. This may include:

- Referring your account to a third-party collection agency.
- Commencing legal proceedings to recover the debt and the equipment.
- Reporting the default to credit bureaus.

Please remit payment to the address listed above or contact our office at [Phone Number] immediately to arrange for equipment pickup/drop-off. If you have already sent payment or returned the equipment within the last 48 hours, please disregard this notice.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Company Name]