

[Agency Name]  
[Department/Division]  
[Street Address]  
[City, State, Zip Code]  
[Date]

**VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

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

**RE: FINAL DEMAND FOR PAYMENT - Equipment Lease Agreement #[Contract Number]**

Dear [Lessee Name],

This letter serves as a formal final demand for the immediate payment of your delinquent equipment lease account. Our records indicate that your account is seriously past due, and previous attempts to resolve this matter have been unsuccessful.

**Account Summary:**

Equipment Description: [Description]  
Total Past Due Amount: \$[Amount]  
Late Fees/Interest: \$[Amount]

**Total Amount Required: \$[Total Amount]**

To avoid further administrative or legal action, you must submit the full amount listed above by [Deadline Date]. Payment must be made via [Accepted Payment Methods].

Failure to comply with this demand by the specified date will result in the following actions:

- Immediate termination of the Lease Agreement.
- Physical repossession of the equipment by [Agency Name] or authorized agents.
- Referral of the debt to the [State/Federal] Department of Collections.
- Legal action to recover the remaining balance, interest, and legal fees.

If you believe this notice is in error, or if you have already remitted payment, you must contact our office immediately at [Phone Number] or [Email Address].

Governing yourself accordingly,

[Signature]  
[Name of Agency Representative]  
[Title]