

FINAL NOTICE PRIOR TO LEGAL ACTION

Date: [Insert Date]

To:

[Recipient Name]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: FINAL NOTICE - OUTSTANDING EQUIPMENT LEASE PAYMENTS

Dear [Recipient Name],

This letter serves as formal notification that your account regarding Equipment Lease Agreement #[Lease Number] is now severely past due. Despite previous attempts to contact you, we have not received the outstanding balance for the following equipment:

[List Equipment Description/Serial Numbers]

Account Summary:

Total Past Due Amount: \$[Amount]

Late Fees and Penalties: \$[Amount]

Total Amount Required: \$[Total Amount]

This is your final opportunity to resolve this debt voluntarily. You are required to remit the full payment of \$[Total Amount] by [Deadline Date].

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

- The immediate acceleration of the remaining lease term.
- Referral of your account to a third-party collection agency.
- Initiation of legal proceedings to recover the balance and the physical equipment.
- Reporting of this default to major credit bureaus.

Please contact our billing department immediately at [Phone Number] or [Email Address] to arrange payment or to coordinate the return of the equipment.

Govern yourself accordingly.

Sincerely,

[Your Name/Department]

[Your Company Name]

[Your Phone Number]