

## **FINAL NOTICE OF DEFAULT AND INTENT TO REPOSSESS EQUIPMENT**

Date: [Insert Date]

To: [Customer Name]  
[Customer Address]  
[City, State, Zip Code]

Re: Notice of Default for Agreement #[Insert Agreement Number]

Dear [Customer Name],

This letter serves as formal and final notice that you are in default of your agreement dated [Insert Original Agreement Date] regarding the equipment listed below:

**Equipment Description:** [Insert Item Name/Model]

**Serial Number:** [Insert Serial Number]

Despite previous notifications sent on [Insert Dates of Prior Notices], your account remains past due in the amount of \$[Insert Total Amount Due].

### **DEMAND FOR IMMEDIATE PAYMENT**

To prevent the repossession of the equipment, you must pay the full outstanding balance of \$[Insert Total Amount Due] by [Insert Deadline Date/Time]. Payment must be made via [Insert Accepted Payment Methods].

### **NOTICE OF REPOSSESSION**

Failure to remit payment by the deadline stated above will result in the immediate commencement of repossession procedures. [Company Name] or its authorized agents will exercise its right to peaceably enter the premises where the equipment is located to recover the property as per the terms of our agreement and applicable state laws.

Please be advised that after repossession, you may remain liable for any deficiency balance, including late fees, interest, and the costs associated with the recovery and sale of the equipment.

If you believe this notice is in error, or if you wish to arrange for a voluntary surrender of the equipment, please contact our collections department immediately at [Insert Phone Number].

Sincerely,

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