

## FINAL NOTICE PRIOR TO LEGAL ACTION

Date: [Insert Date]

[Recipient Name/Business Name]

[Recipient Address]

[City, State, Zip Code]

Re: Equipment Lease Agreement #[Insert Lease Number]

Dear [Recipient Name],

This letter serves as the final formal demand for payment regarding your delinquent account for the lease of [Insert Equipment Description].

Despite our previous notices dated [Insert Dates of Prior Notices], your account remains past due. As of today, the total outstanding balance is \$[Insert Total Amount Due], which includes late fees and accrued interest.

Please be advised that this is your **last opportunity** to resolve this debt voluntarily. If full payment is not received or a formal payment arrangement is not established by [Insert Deadline Date], we will have no choice but to take the following actions:

- Refer your account to a third-party collection agency.
- Commence legal proceedings to recover the debt and the leased equipment.
- Report the delinquency to major credit bureaus.

You may also be held liable for additional costs, including legal fees, court costs, and equipment repossession expenses as permitted under the terms of your lease agreement.

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

If you have already sent payment, please disregard this notice.

Sincerely,

[Your Name/Signature]

[Your Company Name]

[Your Phone Number]

[Your Email Address]