

## **URGENT: NOTICE OF IMMINENT LEGAL ACTION**

Date: [Insert Date]

To: [Lessee Name / Business Name]

Address: [Lessee Address]

City, State, Zip: [City, State, Zip]

Re: Lease Agreement #[Insert Agreement Number] - Final Demand

Dear [Insert Name of Contact Person],

This letter serves as formal notice that you are in material breach of your equipment lease agreement dated [Insert Original Lease Date] regarding the following equipment: [Insert Description of Equipment/Serial Numbers].

Despite previous notifications sent on [Insert Dates of Previous Notices], our records indicate that your account remains delinquent in the amount of \$[Insert Total Amount Owed]. Furthermore, you have failed to return the equipment as requested.

### **FINAL DEMAND FOR PAYMENT AND RETURN**

Take notice that unless we receive the full outstanding balance of \$[Insert Total Amount Owed] and/or the physical return of the equipment to [Insert Return Location] by [Insert Deadline Date, e.g., 5:00 PM on Friday, June 20th], we will immediately proceed with the following actions:

- Commencement of a formal lawsuit to recover all past due amounts, interest, and late fees.
- Filing for an injunction or writ of possession to forcibly repossess the equipment.
- Reporting this default to major credit reporting agencies.
- Seeking recovery of all legal fees, court costs, and collection expenses as permitted under the lease agreement.

This is your final opportunity to resolve this matter out of court. Please contact [Insert Name/Department] at [Insert Phone Number] or [Insert Email Address] immediately to arrange for payment or equipment pick-up.

Govern yourself accordingly.

Sincerely,

[Your Name/Company Representative]

[Your Company Name]

[Your Phone Number]