

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Name of Debtor/Company Name]

Address: [Debtor Street Address]

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

RE: NOTICE OF INTENT TO FILE LAWSUIT

Account/Lease Number: [Insert Lease Number]

Equipment Description: [Insert Description of Machinery/Serial Numbers]

Total Amount Due: \$[Insert Total Balance Due]

Dear [Name of Contact Person or Business Owner],

This letter serves as formal notice that your account regarding the lease of the above-mentioned machinery is in default. Despite previous notices dated [Insert Dates of Prior Notices], we have not received the required payments to bring this account current.

As of the date of this letter, the total outstanding balance is \$[Insert Amount], which includes past due lease payments, late fees, and [Insert any other applicable costs, e.g., interest].

Demand is hereby made for the full payment of the outstanding balance. If we do not receive payment or a signed settlement agreement by [Insert Deadline Date, e.g., 10 days from date of letter], we will have no choice but to initiate formal legal proceedings against you and your company to:

- Recover the full outstanding debt plus accrued interest;
- Repossess the leased machinery;
- Seek recovery of attorney fees and court costs as permitted by the lease agreement.

Please remit payment immediately to the following address:

[Your Company Name/Law Firm Name]

[Payment Address]

[City, State, Zip Code]

If you wish to resolve this matter without litigation, please contact our office immediately at [Insert Phone Number].

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]