

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Debtor Name]  
[Debtor Address]  
[City, State, Zip Code]

**RE: NOTICE OF INTENT TO FILE LAWSUIT - EQUIPMENT LEASE ARREARS**

Dear [Debtor Name],

This letter serves as formal notice regarding your delinquent account for the lease of [Description of Equipment] under Lease Agreement Number [Agreement Number], dated [Date of Agreement].

As of the date of this letter, your account is in arrears in the total amount of **[\$Total Amount Owed]**. This balance includes past due monthly payments, late fees, and interest as permitted under the terms of your contract.

Despite previous notifications, we have not received the outstanding balance. Please be advised that if payment is not received in full or a formal repayment plan is not established by [Deadline Date - e.g., 10 days from today], we will initiate legal proceedings against you to:

- Recover the full outstanding balance;
- Seek immediate repossession of the equipment;
- Claim all applicable attorney fees, court costs, and legal interest.

You can avoid litigation by remitting payment via [Accepted Payment Methods] to the address listed above before the aforementioned deadline.

Please contact our office immediately at [Phone Number] if you wish to discuss this matter or if you believe this notice has been sent in error.

Governing yourself accordingly,

Sincerely,

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