

DATE: [Insert Date]

VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

[Debtor Name]

[Debtor Business Name, if applicable]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO FILE LAWSUIT

Equipment Lease Agreement Number: [Insert Lease Number]

Description of Equipment: [Insert Equipment Details]

Total Outstanding Balance: \$[Insert Total Amount Owed]

Dear [Debtor Name],

This letter serves as formal notice regarding your default under the terms of the Equipment Lease Agreement dated [Date of Agreement]. As of the date of this letter, your account is seriously delinquent in the amount of \$[Insert Amount].

Despite previous attempts to resolve this matter through [mention previous notices/calls], you have failed to bring your account current or return the leased equipment. This failure constitutes a material breach of the lease agreement.

DEMAND IS HEREBY MADE for the immediate payment of the full outstanding balance of \$[Insert Amount], plus any applicable late fees and interest as permitted by the contract.

If payment is not received in full, or a mutually agreeable payment arrangement is not signed by [Insert Deadline Date, e.g., 10 days from today], we will proceed with the following legal actions without further notice:

- Filing a formal lawsuit to recover the full debt owed;
- Seeking a court order for the immediate repossession of the equipment;
- Requesting the recovery of all attorney fees, court costs, and collection expenses;
- Reporting the default to major credit reporting agencies.

Please remit payment to the following address:

[Your Company Name]

[Payment Address]

[City, State, Zip Code]

Govern yourself accordingly.

Sincerely,

[Your Name/Signature]

[Title]

[Your Company Name]

[Your Phone Number]