

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Current Date]
To: [Name of Lessee/Business Name]
Address: [Lessee Address]
City, State, Zip: [City, State, Zip]

RE: FINAL DEMAND FOR PAYMENT - Equipment Lease Agreement #[Lease Number]

Dear [Lessee Name/Contact Person],

This letter serves as a formal final demand for payment regarding your defaulted equipment lease agreement dated [Date of Agreement] for the following equipment: [Description of Equipment].

As of [Date], your account is past due in the amount of \$[Total Amount Owed]. This balance includes [Total Past Due Monthly Payments], late fees of \$[Late Fee Amount], and [Any Other Applicable Charges].

Your failure to make payments as agreed constitutes a material breach of the lease contract. Despite previous notices, the balance remains unpaid.

TAKE NOTICE: If the full amount of \$[Total Amount Owed] is not received by our office within [Number, e.g., 7 or 10] business days from the date of this letter, we will take the following actions without further notice to you:

- Initiate formal legal proceedings to recover the full balance, including interest and legal fees.
- Exercise our right to repossess the equipment listed in the agreement.
- Report the default to all major commercial credit reporting agencies.

Please remit payment immediately to the following address:

[Your Company Name]
[Payment Mailing Address]
[City, State, Zip]

Govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Phone Number]