

**Date:** [Insert Date]

**TO:**

[Lessee Name/Company Name]

[Lessee Address]

[City, State, Zip Code]

**FROM:**

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

**RE: FINAL NOTICE BEFORE LEGAL ACTION - Lease Agreement #[Contract Number]**

Dear [Lessee Name],

This letter serves as a formal final warning regarding your delinquent account for the lease of the following equipment: [Description of Equipment].

As of [Date], your account is past due in the amount of \$[Total Amount Owed]. This balance includes [List Fees: Monthly Lease Payments, Late Fees, and Interest]. Despite previous notices sent on [Dates of Previous Notices], we have not received the required payment or a response regarding your intent to resolve this debt.

**DEMAND FOR PAYMENT**

Demand is hereby made for the immediate payment of the full balance of \$[Total Amount Owed]. Please submit payment via [Accepted Payment Methods] no later than [Deadline Date, e.g., 7 days from today].

**INTENT TO SUE AND REPOSSESSION**

Failure to remit payment or contact our office to establish a formal payment plan by the aforementioned date will result in the following actions:

- Immediate commencement of a civil lawsuit to recover the full debt, interest, and legal fees.
- Exercise of our right to repossess the equipment as per the terms of the lease agreement.
- Reporting of this default to major credit bureaus.

We strongly advise you to settle this matter immediately to avoid the additional costs and public record of a legal judgment. Please contact [Contact Name] at [Phone Number] or [Email Address] to confirm that payment has been sent.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]