

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

**RE: NOTICE OF INTENT TO FILE LAWSUIT - Equipment Lease Agreement
#[Contract Number]**

Dear [Debtor Name],

This letter serves as formal notice regarding your default on the Equipment Lease Agreement dated [Original Date of Contract] for the following equipment: [Description of Equipment/Serial Numbers].

As of [Current Date], your account is delinquent in the amount of \$[Total Amount Owed], which includes past due lease payments, late fees, and [Any other applicable charges]. Despite previous notices sent on [Dates of previous notices], you have failed to cure this default or return the equipment.

DEMAND IS HEREBY MADE for the immediate payment of the full balance of \$[Total Amount Owed] or the immediate return of the equipment and payment of outstanding arrears by no later than [Deadline Date, e.g., 7-10 days from receipt].

Failure to comply with this demand will result in the commencement of legal proceedings against you without further notice. This legal action may include, but is not limited to:

- A lawsuit for the full accelerated balance of the lease;
- A court order for the immediate repossession of the equipment;
- Claims for attorney fees, court costs, and interest as permitted by the contract and law;
- Reporting the default to major credit bureaus.

Please govern yourself accordingly. Contact [Name/Department] at [Phone Number] immediately to arrange for payment or equipment surrender to avoid litigation.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]