

Date: [Insert Date]

VIA CERTIFIED MAIL

[Recipient Name / Business Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF INTENT TO FILE LAWSUIT FOR BREACH OF EQUIPMENT
LEASE AGREEMENT**

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the Equipment Lease Agreement dated [Date of Agreement] regarding the following equipment: [Description of Equipment/Serial Numbers].

Specifically, you have failed to fulfill your obligations under the terms of the agreement by: [Describe breach, e.g., failure to make monthly payments since (Date), failure to return equipment, or unauthorized modification].

As of the date of this letter, the total outstanding balance due is \$[Amount]. Additionally, the following actions are required to cure this breach:

- [Required Action 1, e.g., Immediate payment of the full balance]
- [Required Action 2, e.g., Immediate return of the equipment to (Location)]

Please be advised that if the aforementioned breach is not cured in full within [Number, e.g., 10] business days from the date of this letter, I will have no choice but to initiate formal legal proceedings against you in [Name of County/State] court.

Our legal claims will seek to recover the full amount owed, interest, liquidated damages as specified in the contract, equipment recovery costs, and all reasonable attorney's fees and court costs incurred during this process.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Business Name, if applicable]

[Your Phone Number]

[Your Email Address]