

URGENT NOTICE: INTENT TO FILE LAWSUIT

Date: [Insert Date]

To: [Debtor Name/Company Name]

Address: [Address Line 1]

City, State, Zip: [City, State, Zip]

RE: Notice of Pending Legal Action - Lease Agreement #[Insert Lease Number]

Dear [Recipient Name],

This letter serves as formal notice that [Your Company Name] intends to file a lawsuit against you in the [Insert Court Name] for breach of contract regarding the equipment lease agreement dated [Insert Original Lease Date].

As of this date, your account remains in default. Despite previous requests for payment, the following amounts are currently past due:

- Outstanding Principal: \$[Amount]
- Late Fees and Interest: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

In addition to the balance above, our legal claim will seek the immediate return of the leased equipment described as: [Insert Description of Equipment/Serial Numbers].

Please be advised that if we proceed with litigation, [Your Company Name] will also seek to recover attorney fees, court costs, and pre-judgment interest as permitted under the terms of the lease agreement and state law.

To avoid the commencement of legal proceedings, you must pay the total balance due or contact our office to execute a formal settlement agreement by no later than [Insert Deadline Date, e.g., 5:00 PM on Friday, Month Day, Year].

Payment should be sent to:

[Your Company Name]

[Payment Address]

[City, State, Zip]

If we do not receive payment or a satisfactory response by the deadline stated above, we will instruct our legal counsel to file the complaint without further notice to you.

Govern yourself accordingly.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Company Name]

[Your Phone Number]