

## NOTICE OF INTENT TO FILE LAWSUIT

Date: [Insert Date]

To: [Debtor Name]  
[Debtor Address]  
[City, State, Zip Code]

RE: Delinquent Equipment Lease Account #[Insert Account Number]

Dear [Insert Debtor Name],

This letter serves as formal notice that your account regarding the lease of [Insert Equipment Description] is currently in default. As of the date of this letter, the total overdue balance is \$[Insert Amount], which includes past due lease payments, late fees, and interest.

Despite previous attempts to resolve this matter, we have not received the required payment. Your failure to fulfill the terms of the Lease Agreement dated [Insert Agreement Date] has left us with no choice but to pursue formal legal action to recover the debt and/or the equipment.

To avoid the commencement of a lawsuit, you must take one of the following actions within [Insert Number, e.g., 10] days from the date of this letter:

- Pay the full outstanding balance of \$[Insert Amount].
- Contact our office at [Insert Phone Number] to execute a formal payment arrangement.
- Immediately return the equipment to [Insert Return Location] and pay the remaining deficiency balance.

If we do not receive payment or a satisfactory response by [Insert Deadline Date], we will immediately file a complaint in the [Insert Name of County/State] court system. This litigation will seek the full balance due, plus court costs, process server fees, and reasonable attorney fees as permitted by the Lease Agreement and state law.

This is your final opportunity to resolve this delinquency voluntarily. Please govern yourself accordingly.

Sincerely,

[Your Name/Company Name]  
[Your Title]  
[Your Phone Number]  
[Your Email Address]