

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

TO:

[Debtor Name / Business Name]

[Debtor Address]

[City, State, Zip Code]

FROM:

[Creditor Name / Leasing Company]

[Creditor Address]

[City, State, Zip Code]

RE: FORMAL NOTICE OF INTENT TO SUE / STATUTORY DEMAND FOR PAYMENT

Account/Lease Agreement Number: [Insert Number]

Equipment Description: [Insert Description of Equipment]

Dear [Name of Debtor/Registered Agent],

This letter serves as formal notice that you are in default of your obligations under the Equipment Lease Agreement dated [Date of Agreement]. As of the date of this letter, your account is past due in the amount of \$[Total Amount Owed].

The total balance includes:

- Past Due Lease Payments: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- Interest (if applicable): \$[Amount]

DEMAND FOR PAYMENT:

Demand is hereby made for the immediate payment of the full balance of \$[Total Amount Owed]. Please remit payment in the form of a certified check or wire transfer to the address listed above no later than [Insert Number, e.g., 10 or 14] days from the date of this letter.

FAILURE TO COMPLY:

If payment is not received in full by [Insert Deadline Date], [Creditor Name] will initiate formal legal proceedings against you and/or your business without further notice. This litigation will seek to recover:

1. The full outstanding debt;
2. Pre-judgment and post-judgment interest;
3. All reasonable attorney's fees and court costs as permitted by the lease agreement and state law;

4. Repossession of the equipment (if applicable).

This is a serious matter that will impact your credit rating and result in additional legal expenses. We strongly urge you to resolve this matter immediately to avoid the necessity of a lawsuit.

Governed by the laws of the State of [Insert State].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Phone Number]