

August 31, 2008

Leasing Company Name

Address

City, State Zip code

Dear Sirs:

Please let this letter serve as notice of our intent to return the (Brand) photocopiers, contract # XXXXXXXXXXXX, at the end of their lease term.

Please send us return authorization information as soon as our last lease payment is received or tell me when I can expect to receive equipment return information.

If I can be of further assistance, please contact me using the information listed below.

Sincerely,

Contact Name

Title

Company

Address

City, State Zip code

Phone

e-mail address