

[Date]

[Customer Name]

[Company Name]

[Address]

[City, State, Zip Code]

RE: Notice of Overdue Payment - Agreement #[Contract Number]

Dear [Customer Name],

This letter is to inform you that we have not yet received the payment due on [Date Payment Was Due] for your equipment financing agreement regarding the [Description of Equipment].

As of today, your account shows an outstanding balance of \$[Amount Due].

We understand that delays can happen. If you have already sent this payment, please disregard this notice. Otherwise, we request that you submit your payment immediately via [Payment Method/Online Portal] to ensure your account remains in good standing and to avoid potential late fees.

If you are experiencing financial difficulties or have questions regarding your statement, please contact our billing department at [Phone Number] or [Email Address] so we can discuss a resolution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Your Company Name]

[Phone Number]