

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Lessee Name]
[Lessee Business Name]
[Lessee Address]
[City, State, Zip Code]

RE: PAST DUE NOTICE - Lease Agreement #[Lease Number]

Dear [Contact Person Name],

This letter is to inform you that we have not yet received the lease payment for the equipment listed under the above-referenced agreement. As of today, your account is past due.

Account Summary:

- Equipment Description: [Equipment Description]
- Original Due Date: [Date Due]
- Past Due Amount: \$[Amount]
- Late Fees: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please remit the total balance due immediately to bring your account back into good standing. You can make your payment via [Payment Method: Online Portal/Check/Wire Transfer].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address] so we can discuss payment options.

Failure to resolve this balance may result in further action according to the terms of your lease agreement.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]