

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

[Date]

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

RE: FIRST NOTICE - NOTICE OF LEASE ARREARS

Lease Agreement Number: [Agreement Number]
Equipment Description: [Description of Equipment]

Dear [Lessee Contact Name],

This letter is to formally notify you that your account is currently in arrears. According to our records, we have not received the following payment(s) due under your equipment lease agreement:

- Invoice Number: [Invoice Number]
- Due Date: [Due Date]
- Amount Due: \$[Amount]
- Late Fees (if applicable): \$[Amount]
- **Total Outstanding Balance: \$[Total Amount]**

We understand that payment delays can occur for various reasons. If you have already sent this payment, please disregard this notice. Otherwise, we request that you remit the total outstanding balance by [Due Date for Payment] to bring your account up to date.

Payment can be made via [List Payment Methods, e.g., Online Portal, Bank Transfer, Check].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
[Your Title]