

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

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Reminder - Equipment Lease Payment Overdue

Dear [Recipient Name],

This letter is a friendly reminder that we have not yet received your lease payment for the equipment listed below, which was due on [Due Date].

Lease Details:

Lease Agreement Number: [Agreement Number]
Equipment Description: [Equipment Name/Model]
Total Amount Due: \$[Amount]

If you have already sent your payment, please disregard this notice. Otherwise, please remit the payment by [New Deadline Date] to avoid any late fees or interruptions in your lease agreement.

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

If you are experiencing any issues or have questions regarding your invoice, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]