

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

[Date]

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

**RE: NOTICE OF DELINQUENT LEASE PAYMENT**

**Equipment:** [Description of Equipment]  
**Lease Agreement #:** [Agreement Number]  
**Past Due Amount:** \$[Amount]

Dear [Lessee Name],

This letter serves as a formal notice regarding your account for the lease of the equipment mentioned above. Our records indicate that your account is currently past due. As of [Date], we have not received the payment originally due on [Original Due Date].

According to our records, the total amount currently outstanding is \$[Total Amount Due], which includes a base payment of \$[Payment Amount] and late fees in the amount of \$[Late Fee Amount].

We value your business and understand that payment delays can occur. Please remit the total outstanding balance by [Due Date for This Demand] to bring your account back into good standing.

Payment can be made via [Payment Method: Check, Wire, Online Portal].

If you have already sent your payment, please disregard this notice. If there is a discrepancy regarding your account or if you are experiencing financial difficulties, please contact our billing department immediately at [Phone Number] so we can discuss a resolution.

Thank you for your prompt attention to this matter.

Sincerely,

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