

**Date:** [Insert Date]

**To:** [Recipient Name/Company Name]

**Address:** [Recipient Street Address]

[City, State, Zip Code]

**Subject: FIRST WARNING: Overdue Equipment Lease Payment**

Dear [Recipient Name],

This letter serves as a formal notice that your lease payment for the equipment listed below is currently overdue.

**Lease Details:**

- **Invoice Number:** [Insert Number]
- **Equipment Description:** [Insert Description]
- **Due Date:** [Insert Due Date]
- **Total Amount Overdue:** \$[Insert Amount]

Our records indicate that we have not received payment for the period of [Insert Period]. We understand that delays can happen; however, we request that you settle this balance immediately to maintain your account in good standing.

Please remit payment via [Insert Payment Method] by [Insert Deadline Date]. If you have already sent the payment, please disregard this notice.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]