

[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 OVERDUE LEASE PAYMENTS

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

Dear [Lessee Contact Name],

This letter serves as a formal notice regarding the outstanding balance on your equipment lease agreement referenced above. According to our records, your account is currently past due.

As of [Current Date], the total overdue amount is **[\$Amount Due]**. This balance includes the following:

- Missed Payment(s) due on [Date(s)]: **[\$Amount]**
- Late Fees: **[\$Amount]**
- Total Outstanding: **[\$Total Amount]**

We value your business and understand that oversights can happen. Please remit the total outstanding balance by [Due Date/Number of Days] to bring your account back into good standing. Payments can be made via [Payment Method: e.g., online portal, check, wire transfer].

If payment has already been sent, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact our billing department immediately at [Phone Number] so we can discuss a resolution.

Failure to address this matter promptly may result in further action according to the terms of your lease agreement, including the assessment of additional penalties or the repossession of the equipment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]