

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

[Date]

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

**RE: NOTICE OF DELINQUENT ACCOUNT**

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

Dear [Customer Name],

According to our records, your account regarding the lease of the equipment mentioned above is currently past due. As of [Date], we have not received the payment of \$[Amount] which was due on [Due Date].

Please remit the full balance to our office by [Deadline Date] to bring your account back into good standing. You can make your payment via [Payment Method: Online Portal/Check/Wire Transfer].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding this invoice, please contact our billing department immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]  
[Your Company Name]