

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

[Date]

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

Re: Initial Notice of Past Due Lease Payment - Lease #[Lease Number]

Dear [Customer Contact Name],

This letter is to inform you that we have not yet received your lease payment for the [Equipment Description], which was due on [Due Date].

According to our records, the outstanding balance for this period is \$[Amount Due].

If you have already sent your payment, please disregard this notice. If not, please remit the total amount due by [Desired Payment Date] to ensure your account remains in good standing and to avoid any potential late fees as outlined in your lease agreement.

Payments can be made via [Payment Methods: e.g., online portal, check, or wire transfer].

If you are experiencing any issues with the equipment or if there is a discrepancy regarding your billing, please contact our billing department immediately at [Phone Number] so we can resolve the matter.

Thank you for your prompt attention to this account.

Sincerely,

[Your Name/Department Name]
[Your Title]