

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: NOTICE OF OUTSTANDING BALANCE - Lease Agreement #[Lease Number]

Dear [Customer Contact Name],

This letter is to formally notify you that your account regarding the lease of [Description of Equipment] is currently past due.

According to our records, the following balance remains unpaid:

- **Invoice Number(s):** [List Invoice Numbers]
- **Due Date(s):** [List Due Dates]
- **Total Past Due Amount:** \$[Amount]

We request that you remit payment in full by [Date] to bring your account back into good standing. You can make a payment via [Payment Method: e.g., Online Portal, Check, Wire Transfer].

If you have already sent your payment, 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] or [Email Address] so we can resolve this matter.

Failure to settle this balance may result in [Late Fees/Service Interruption/Equipment Repossession] as per the terms of your lease agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]

[Phone Number]