

Date: [Insert Date]

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

Subject: NOTICE OF PAST DUE BALANCE - Lease Agreement #[Insert Lease Number]

Dear [Contact Name],

This letter is to inform you that your account for the lease of [Equipment Description] is currently past due. As of today, our records indicate an outstanding balance of \$[Insert Amount].

The following payment(s) are overdue:

- **Invoice #[Number]:** Due Date: [Date] - Amount: \$[Amount]
- **Late Fees (if applicable):** \$[Amount]
- **Total Overdue: \$[Total Amount]**

We value your business and understand that payment delays can occur. Please remit the total amount due by [Insert Date] to bring your account back into good standing. You may pay via [Insert Payment Method, e.g., online portal, check, or 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 [Insert Phone Number] or [Insert Email Address].

Failure to resolve this balance may result in further action according to the terms of your lease agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]
[Your Phone Number]