

## **URGENT FIRST NOTICE**

Date: [Insert Date]

[Customer Name]  
[Company Name]  
[Address Line 1]  
[Address Line 2]

### **RE: Notice of Arrears - Lease Agreement #[Insert Agreement Number]**

Dear [Contact Name],

According to our records, your account regarding the lease of [Description of Equipment] is currently in arrears. As of the date of this letter, the total overdue balance is \$[Insert Amount].

The details of the outstanding invoices are as follows:

- Invoice #[Number] - Due Date: [Date] - Amount: \$[Amount]
- Invoice #[Number] - Due Date: [Date] - Amount: \$[Amount]

This payment is now past due. We request that you remit the full balance of \$[Total Amount] within [Number] business days to bring your account back into good standing. Please note that late fees may be applied as per the terms of your lease agreement.

Payment can be made via:

- [Payment Method 1]
- [Payment Method 2]

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding this balance, please contact our billing department immediately at [Phone Number] or [Email Address] to discuss a resolution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]