

Date: [Insert Date]

TO:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: SECOND WARNING - OVERDUE EQUIPMENT RENTAL FEES

Dear [Customer Contact Name],

We are contacting you regarding the outstanding balance of \$[Amount Due] on your account for the rental of [Description of Equipment].

This is our second formal notice. Our records indicate that we have not received payment or a response to our previous letter dated [Date of First Letter]. Your account is now [Number] days past due.

Account Details:

Invoice Number(s): [Insert Invoice Numbers]

Rental Period: [Start Date] to [End Date]

Total Balance: \$[Amount Due]

Please remit the full payment immediately to avoid further action. You can pay via [Insert Payment Method: Credit Card/Bank Transfer/Check].

If there is a reason for this delay, or if you believe this notice has been sent in error, please contact our billing department at [Phone Number] or [Email Address] within 48 hours.

Failure to settle this debt may result in the suspension of future rental services and the referral of this matter to a professional collection agency.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Your Company Name]

[Your Phone Number]