

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

[Date]

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

**Subject: SECOND REMINDER: Overdue Equipment Rental Payment -  
[Account/Contract Number]**

Dear [Customer Name],

We are writing to you regarding the outstanding balance on your equipment rental account. Our records indicate that we have not yet received payment for the following invoice(s) despite our previous reminder sent on [Date of First Reminder].

- Invoice Number: [Invoice #]
- Date Issued: [Date]
- Equipment Rented: [Equipment Name/Model]
- Amount Overdue: [Amount]

Your account is now [Number] days past due. We value your business and would like to help you resolve this matter immediately to avoid any disruption to your rental services or potential late fees.

Please arrange for payment of [**Total Outstanding Amount**] by [Due Date for this Notice]. Payment can be made via [List Payment Methods, e.g., online portal, bank transfer, or check].

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties or have questions regarding these charges, please contact our accounts department at [Phone Number] so we can discuss a payment arrangement.

We look forward to receiving your payment promptly.

Sincerely,

[Your Name/Department]  
[Your Title]