

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

[Date]

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

**Subject: SECOND NOTICE: OVERDUE EQUIPMENT RENTAL - [Contract/Invoice Number]**

Dear [Customer Name],

This is a follow-up to our previous notice sent on [Date of First Notice] regarding the overdue return of the following equipment:

- **Equipment Description:** [Description/Model]
- **Serial Number:** [Serial Number]
- **Original Return Date:** [Date]

Our records indicate that this equipment has still not been returned to our facility. As of today, the rental is [Number] days past due.

Please be advised that late fees in the amount of [Amount] per day continue to accrue. To avoid further penalties or the commencement of formal collection procedures, please return the equipment to [Location] no later than [Final Deadline Date].

If you have already returned the equipment or have questions regarding this account, please contact us immediately at [Phone Number] or [Email Address].

We look forward to resolving this matter promptly.

Sincerely,

[Your Name/Signature]  
[Your Title]