

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

[Date]

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

**Subject: SECOND NOTICE: Outstanding Equipment Rental Balance - [Invoice Number]**

Dear [Customer Name],

Our records indicate that we have not yet received payment for the equipment rental services provided on [Date]. This is our second attempt to contact you regarding the overdue balance on your account.

**Account Summary:**

- Invoice Number: [Number]
- Rental Date: [Date]
- Equipment Rented: [Equipment Name]
- Total Amount Due: [Amount]
- Due Date: [Original Due Date]

Please remit payment immediately to avoid further collection actions or potential late fees. If you have already sent your payment, please disregard this notice.

You can make a payment by:

- Online: [Payment Link/URL]
- Phone: [Phone Number]
- Mail: Sending a check to the address listed above.

If you are experiencing financial difficulties or believe there is an error in this billing, please contact our accounting department at [Phone Number] or [Email Address] so we can resolve this matter.

Thank you for your prompt attention to this overdue balance.

Sincerely,

[Your Name/Department]  
[Your Company Name]