

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

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

Subject: SECOND REMINDER: Overdue Equipment Rental - [Contract/Reference Number]

Dear [Customer Name],

According to our records, you still have the following equipment in your possession which was due for return on [Original Due Date]:

Equipment Description: [Item Name/Model/Serial Number]

We previously contacted you on [Date of First Reminder] regarding this overdue rental, but we have not yet received the equipment or a response from you.

Please return the equipment to our office immediately to avoid further late fees or additional rental charges. As of today, your outstanding late balance is \$[Amount]. This amount will continue to increase until the items are returned.

If the equipment has already been sent back, please contact us at [Phone Number] so we can update your account. If the equipment is lost or damaged, please notify us immediately to discuss replacement costs.

We value your business and hope to resolve this matter promptly.

Sincerely,

[Your Name/Department]
[Your Company Name]