

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

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

RE: SECOND NOTICE - OVERDUE EQUIPMENT LEASING FEES

Account Number: [Account Number]
Invoice Number(s): [Invoice Number(s)]
Total Amount Overdue: \$[Amount]

Dear [Contact Person Name],

We are writing to you again regarding the outstanding balance on your equipment lease for [Equipment Description]. Despite our previous notice dated [Date of First Letter], we have not yet received payment or a response regarding your overdue account.

As of today, your account is [Number] days past due. This delay is a breach of the leasing agreement signed on [Lease Agreement Date].

Please remit the full payment of \$[Amount] by [Deadline Date] to bring your account back into good standing. Payment can be made via [Payment Method: Check, Wire Transfer, Online Portal].

If there is a reason for this delay, or if you are experiencing financial difficulties, please contact our billing department immediately at [Phone Number] so we can discuss a potential payment arrangement.

Failure to settle this debt or contact us by the date specified above may result in further action, which could include the repossession of the leased equipment and the referral of this account to a professional collection agency.

If you have already sent your payment, please disregard this letter.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]