

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: SECOND NOTICE: Past Due Equipment Rental Invoices

Dear [Contact Name],

We are writing to you regarding your account for equipment rental services. Our records indicate that we have not yet received payment for the following overdue invoices:

- Invoice #[Number] - Amount: \$[Amount] - Due Date: [Date]
- Invoice #[Number] - Amount: \$[Amount] - Due Date: [Date]
- **Total Balance Due: \$[Total Amount]**

This is our second request for payment. Your account is now [Number] days past due. We sent a preliminary reminder on [Date of First Letter], but your balance remains unpaid.

Please remit the total balance of \$[Total Amount] immediately to bring your account back into good standing. You may pay via [Mention Payment Methods: Credit Card/ACH/Check].

If there is a discrepancy regarding these invoices, or if you have already sent payment, please contact our billing department at [Phone Number] or [Email Address] so we can update your records.

Failure to settle this balance may result in a suspension of further rental services and potential late fees as outlined in your rental agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]

[Phone Number]