

## FINAL NOTICE PRIOR TO LEGAL ACTION

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

[Date]

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

RE: SECOND DEMAND FOR PAYMENT - OVERDUE EQUIPMENT RENTAL CHARGES

Dear [Customer Contact Name],

This letter serves as a formal follow-up to our previous notice sent on [Date of First Letter] regarding the outstanding balance on your account for equipment rental services. According to our records, your account remains delinquent.

### **Account Details:**

Invoice Number(s): [List Invoice Numbers]  
Equipment Rented: [List Equipment]  
Rental Period: [Start Date] to [End Date]  
Total Amount Overdue: \$[Amount]

Despite our previous attempts to resolve this matter, we have not received the payment or any communication regarding a payment schedule. Please be advised that late fees in the amount of \$[Amount] have now been applied to your balance as per our rental agreement.

We value your business and wish to resolve this matter amicably. However, if full payment is not received by [Date - e.g., 7 days from today], we will be forced to take further action to recover the debt. This may include referring your account to a professional collection agency or initiating legal proceedings, which may affect your credit rating.

Please remit payment immediately via [Payment Method - e.g., Online Portal, Check, Wire Transfer].

If you have already sent your payment, please disregard this notice. If there is a discrepancy regarding these charges, contact our billing department immediately at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]