

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

[Date]

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

**RE: SECOND NOTICE - URGENT NOTICE OF DELINQUENT ACCOUNT**

Dear [Contact Name],

This is a formal follow-up to our previous notice dated [Date of First Notice] regarding your outstanding balance for equipment rental. As of today, our records indicate that your account remains past due in the amount of \$[Total Amount Owed].

**Account Details:**

Invoice Number(s): [Invoice Numbers]  
Equipment Rented: [Description of Equipment]  
Days Past Due: [Number of Days]

We have yet to receive a response or a payment to resolve this delinquency. Please be advised that continued failure to pay may result in the following actions:

- Immediate suspension of all current and future rental agreements.
- Requirement for immediate return/repossession of the equipment.
- Referral of this account to a third-party collection agency.
- Reporting of this delinquency to credit bureaus.

Please remit the full payment of \$[Total Amount Owed] by [Deadline Date] to avoid further escalation. Payment can be made via [Payment Method/Link].

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties and wish to discuss a payment plan, please contact our billing department immediately at [Phone Number].

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]