

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

[Date]

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

**RE: SECOND NOTICE - PAST DUE INVOICE FOR EQUIPMENT RENTAL**

Dear [Customer Name],

This is a second formal notice regarding your outstanding balance for the rental of [Equipment Name/Model]. Our records indicate that we have not yet received payment for invoice #[Invoice Number], which was due on [Original Due Date].

**Account Summary:**

- Invoice Number: [Invoice Number]
- Rental Period: [Start Date] to [End Date]
- Amount Past Due: \$[Amount]
- Late Fees Applied: \$[Amount] (if applicable)
- **Total Balance Due: \$[Total Amount]**

We requested payment in our previous notice sent on [Date of First Notice], but the balance remains unpaid. We value your business and would like to resolve this matter promptly to ensure your account remains in good standing and to avoid further late penalties or the suspension of future rental services.

Please remit your payment immediately via [Payment Method: e.g., online portal, check, or credit card].

If you have already sent your payment, please disregard this letter. If you have any questions regarding this invoice or if you are experiencing difficulties making this payment, please contact our billing department at [Phone Number] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

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