

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: SECOND REMINDER: Overdue Equipment Rental Fees - [Invoice Number]

Dear [Customer Name],

We are writing to remind you that your account remains past due. Our records indicate that we have not yet received payment for the equipment rental fees associated with invoice [Invoice Number], which was due on [Due Date].

Account Summary:

Invoice Number: [Invoice Number]

Equipment Rented: [Equipment Name/Description]

Amount Due: [Total Amount]

Original Due Date: [Due Date]

We sent an initial reminder on [Date of First Reminder], but the balance of [Total Amount] remains outstanding. We request that you settle this payment immediately to avoid any potential service interruptions or late interest charges.

If you have already sent your payment, please disregard this letter. If you are experiencing difficulties making this payment or believe there is an error, please contact our billing department at [Phone Number] or [Email Address] so we can resolve this matter.

Thank you for your prompt attention to this overdue balance.

Sincerely,

[Your Name/Department]

[Company Name]