

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

[Date]

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

**RE: URGENT SECOND NOTICE - OUTSTANDING EQUIPMENT RENTAL
BALANCE**

Dear [Debtor Name],

This letter serves as a second formal notice regarding the overdue balance on your equipment rental account. As of today, our records show that your account remains unpaid despite our previous notice sent on [Date of First Notice].

Account Details:

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

We value your business and hope that this is simply an oversight. However, due to the age of this debt, we require immediate payment to avoid further action. Please remit the full amount of \$[Amount] by [Deadline Date].

You can make a payment via the following methods:

- Online: [Website Link]
- Phone: [Phone Number]
- Mail: Check payable to "[Your Company Name]" sent to the address listed above.

If you have already sent your payment, please disregard this notice. If there is a dispute regarding the rental or the invoice, please contact our billing department immediately at [Phone Number] to resolve the matter.

Failure to respond to this notice may result in the suspension of future rental services and the referral of your account to a third-party collection agency.

Sincerely,

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