

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

[Date]

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

**RE: NOTICE OF DELINQUENT LEASE ACCOUNT**

Account Number: [Account Number]  
Lease Agreement Date: [Date of Agreement]  
Equipment Description: [Description of Equipment]

Dear [Customer Name],

This letter serves as formal notification that your equipment lease account is currently past due. Our records indicate that we have not received payment for the following period(s):

- Invoice #[Number] - Due Date: [Date] - Amount: \$[Amount]
- Invoice #[Number] - Due Date: [Date] - Amount: \$[Amount]
- Late Fees: \$[Amount]

**Total Amount Past Due: \$[Total Amount]**

To keep your account in good standing and avoid further action, please remit the total amount due by [Deadline Date]. Payment can be made via [Payment Methods: Online Portal/Check/Phone].

Please be advised that failure to bring this account current may result in the following actions as outlined in your lease agreement:

- The imposition of additional late penalties and interest.
- The termination of your lease agreement.
- The repossession of the leased equipment.
- Reporting of this delinquency to credit bureaus.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact our billing department immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]