

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

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

Subject: FIRST NOTICE: Past Due Payment for Equipment Lease #[Lease Number]

Dear [Customer Contact Name],

This letter is a friendly reminder that your account for the lease of [Description of Equipment] is currently past due. According to our records, we have not yet received the payment for invoice #[Invoice Number], which was due on [Due Date].

Account Summary:

- **Lease Agreement Number:** [Lease Number]
- **Invoice Number:** [Invoice Number]
- **Due Date:** [Due Date]
- **Past Due Amount:** \$[Amount]
- **Late Fees (if applicable):** \$[Amount]
- **Total Balance Due:** \$[Total Amount]

We understand that payment delays can occur. If you have already sent your payment, please disregard this notice. Otherwise, please remit the total balance due by [Required Date] to ensure your account remains in good standing and to avoid further late charges or interruptions in service.

You can make your payment via the following methods:

- [Payment Method 1: e.g., Online Portal Link]
- [Payment Method 2: e.g., Check by Mail]
- [Payment Method 3: e.g., Phone Payment Number]

If you are experiencing financial difficulties or have any questions regarding this invoice, please contact our billing department immediately at [Phone Number] or [Email Address] so we can discuss payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]