

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

[Date]

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

RE: SECOND WARNING - PAST DUE LEASE PAYMENT

Dear [Customer Name],

We are contacting you because we have not received a response or payment following our previous notice regarding your equipment lease, Account #[Account Number].

As of today, your account is [Number] days past due. The total outstanding balance is \$[Amount Due], which includes late fees. This payment was originally due on [Original Due Date].

Please be advised that this is your second warning. Failure to bring your account current immediately may result in the following actions:

- Additional late penalties and interest charges.
- Formal declaration of default.
- Repossession of the leased equipment: [Description of Equipment].
- Referral of your account to a third-party collection agency.

Please remit your payment immediately via [Payment Method/Link]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or have questions regarding this balance, you must contact our billing department at [Phone Number] today to discuss payment options.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]