

Date: [Insert Date]

TO:

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

FROM:

[Storage Facility Name]

[Facility Address]

[Phone Number]

RE: FIRST NOTICE OF OVERDUE RENT - Unit #[Insert Unit Number]

Dear [Tenant Name],

This letter serves as a formal notice that your account for storage unit #[Insert Unit Number] is currently past due. Our records indicate that we have not received payment for the period of [Insert Billing Period].

Account Summary:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Please submit your payment immediately to bring your account up to date. You may pay via [Insert Payment Methods, e.g., online portal, mail, or in person].

If payment has already been sent, please disregard this notice. If you believe there is an error regarding your balance, please contact our office at [Phone Number] as soon as possible to resolve the matter.

Failure to settle this balance may result in restricted access to your unit and further collection actions as outlined in your rental agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Management Name]

[Storage Facility Name]