

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

[Date]

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

RE: NOTICE OF DELINQUENT STORAGE RENT - UNIT #[Unit Number]

Dear [Tenant Name],

This letter serves as a formal demand for payment regarding your overdue balance for storage unit #[Unit Number] located at [Facility Name].

As of [Date], our records indicate that your account is past due in the amount of \$[Total Amount Owed]. This balance includes the following:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]

Your rental agreement requires payments to be made on or before the [Day] of each month. Because your account is currently delinquent, your access to the storage facility has been [suspended/restricted] until the balance is paid in full.

Please remit the total amount of \$[Total Amount Owed] by [Deadline Date] to avoid further collection actions, which may include the termination of your rental agreement and the sale of the contents of your unit at public auction as permitted by [State] law.

Payment can be made via [Payment Methods - e.g., online portal, check, or in person].

If you have already sent your payment, please disregard this notice. If you believe there is an error regarding your balance, please contact our office immediately at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]