

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: FIRST NOTICE OF OUTSTANDING BALANCE - Unit #[Unit Number]

Dear [Customer Name],

This letter is to inform you that we have not yet received payment for your storage unit rental. As of today, your account shows an outstanding balance for the following:

- Current Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

This payment was due on [Due Date]. To avoid further late fees or a restriction of access to your storage unit, please submit your payment immediately.

You can make a payment through the following methods:

- Online: [Website URL]
- Phone: [Phone Number]
- In Person: [Facility Address]

If you have already sent your payment, please disregard this notice. If you believe there is an error with your account or if you are experiencing difficulties, please contact our office as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Management Name]

[Storage Facility Name]

[Phone Number]