

Date: [Insert Date]

To:

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

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

Dear [Tenant Name],

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

Account Summary:

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

Please remit the total balance due by [Due Date] to bring your account into good standing. You can make a payment via [Insert Payment Methods, e.g., online portal, phone, or in person].

Please be advised that per your rental agreement, continued non-payment may result in:

- Denial of access to the storage facility.
- Additional late fees or administrative charges.
- The initiation of the lien process, which may lead to a public auction of the contents of your unit.

If you have already sent your payment, please disregard this notice. If you believe there is an error in our records or if you are experiencing financial hardship, please contact our office immediately at [Phone Number] or [Email Address] to discuss payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Storage Facility Name]

[Phone Number]