

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: NOTICE OF PAST DUE RENT - Unit #[Unit Number]

Dear [Tenant Name],

This letter is to inform you that we have not yet received your rent payment for storage unit #[Unit Number], which was due on [Due Date].

According to our records, your account is currently past due in the amount of \$[Amount Due]. This balance includes the following:

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

Total Balance Due: \$[Total Amount]

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

If payment has already been sent, please disregard this notice. If you have any questions regarding your account balance, please contact our office at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Management Name/Your Name]

[Facility Name]

[Phone Number]