

[Your Name/Company Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Notice of Overdue Payment - Unit #[Locker Number]

Dear [Tenant Name],

This is a friendly reminder that we have not yet received your payment for storage unit #[Locker Number], which was due on [Due Date].

Account Summary:

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

Please submit your payment at your earliest convenience to avoid further late fees or the restriction of access to your storage unit. You can pay via [Online Portal/Check/In-Person].

If you have already sent your payment, please disregard this notice. If you are experiencing any issues or believe there is an error, please contact our office at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Management Signature]

[Company Name]