

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: NOTICE OF PAST DUE ACCOUNT - Unit #[Unit Number]

Dear [Customer Name],

This letter is to inform you that your account with [Storage Facility Name] is currently past due. Our records indicate that we have not received payment for the period of [Start Date] to [End Date].

Account Summary:

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

Please remit payment immediately to bring your account up to date. You may pay via [Online Portal Link], by phone at [Phone Number], or in person at our front office.

Please be advised that according to your rental agreement, continued non-payment may result in a denial of access to your unit, additional late fees, or the commencement of the lien process as permitted by state law.

If you have already sent your payment, please disregard this notice. If you are experiencing difficulties or believe there is an error, please contact us immediately so we can assist you.

Sincerely,

[Your Name/Management]

[Storage Facility Name]

[Phone Number]

[Email Address]