

DATE: [Insert Date]

TO:

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: NOTICE OF LEASE BREACH AND PAST DUE RENT

Unit Number: [Insert Unit #]

Dear [Tenant Name],

This letter serves as formal notice that you are in breach of your Storage Rental Agreement dated [Insert Date of Agreement] for the unit listed above. This breach is due to your failure to pay rent and associated fees as required by the contract.

As of [Current Date], your account balance is as follows:

- Past Due Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Fees: \$[Amount]
- **TOTAL AMOUNT DUE: \$[Total Amount]**

Please be advised that your access to the storage facility and your specific unit has been suspended until your account is paid in full. Payments can be made via [Insert Payment Methods, e.g., online portal, mail, or office].

WARNING: Failure to cure this breach by paying the total amount due by [Insert Deadline Date] may result in further action as permitted by state law and your rental agreement. This includes, but is not limited to, the termination of your lease, the removal of your lock, and the sale of your property at public auction to satisfy the lien on your account.

Please contact our office immediately at [Insert Phone Number] to resolve this matter or to discuss a payment arrangement.

Sincerely,

[Manager/Owner Name]

[Facility Name]

[Facility Phone Number]