[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: FIRST NOTICE OF DELINQUENT ACCOUNT - Unit #[Unit Number]

Dear [Customer Name],

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

Account Summary:

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

To keep your account in good standing and avoid further late fees or the restriction of access to your unit, please remit payment immediately. You may pay by [Payment Method: Online/Phone/In-Person].

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 a hardship, please contact our office at [Phone Number] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Manager Name]
[Facility Name]
[Phone Number]