

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: NOTICE OF UNPAID 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]. This balance includes:

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

Please submit your payment immediately to bring your account up to date. You can pay via [Payment Methods, e.g., online portal, check, or in person].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact our office at [Phone Number] as soon as possible to discuss this matter.

Thank you for your prompt attention to this overdue balance.

Sincerely,

[Your Name/Signature]
[Your Title]