

Date: [Insert Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: NOTICE OF OVERDUE RENT - Unit #[Unit Number]

Dear [Tenant Name],

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

Account Summary:

Past Due Balance: \$[Amount]

Late Fees: \$[Amount]

Total Amount Due: \$[Total Amount]

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

If you have already sent your payment, please disregard this notice. If you are experiencing difficulties or believe there is an error, please contact our office at [Phone Number] or [Email Address] so we can resolve this matter.

Thank you for your prompt attention to this account.

Sincerely,

[Your Name/Property Manager Name]

[Facility Name]

[Phone Number]