

Date: [Insert Date]

Subject: SECOND REMINDER: Urgent Notice Regarding Overdue Storage Rental Balance

Dear [Tenant Name],

This is a second reminder regarding the outstanding balance on your storage unit [Unit Number]. According to our records, your account remains past due in the amount of \$[Amount Owed].

Please be advised that your access to the storage facility has been temporarily suspended due to non-payment. To restore your access and avoid further collection actions or potential lien proceedings, we require immediate payment of the full balance.

Account Details:

Unit Number: [Unit Number]

Amount Overdue: \$[Amount Owed]

Late Fees Applied: \$[Late Fee Amount]

Total Amount Due: \$[Total Amount]

Please make your payment immediately through one of the following methods:

- Online Portal: [Link to Website]
- Phone: [Phone Number]
- In-Person: [Office Address]

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties, please contact us immediately to discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

Management

[Storage Facility Name]

[Contact Information]