

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

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

RE: SECOND NOTICE - ACTION REQUIRED - OVERDUE STORAGE FEES

Dear [Tenant Name],

This is a second reminder that your account for Storage Unit #[Unit Number] is currently past due. Our records indicate that we have not yet received payment following our initial notice sent on [Date of First Notice].

Account Summary:

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

Please be advised that failure to settle this balance immediately may result in further actions, including:

- Overlocking of your storage unit
- Suspension of facility gate access
- Potential assessment of additional late charges
- Initiation of the lien process as permitted by state law

If payment has already been sent, please disregard this notice. Otherwise, please make a payment online through our portal, via phone, or at our office during business hours.

If you are experiencing financial difficulties, please contact us at [Phone Number] immediately to discuss a payment arrangement.

Sincerely,

[Your Name/Management]
[Your Company Name]