

[Your Company Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Date]

[Tenant Name]
[Tenant Address Line 1]
[Tenant Address Line 2]

RE: SECOND NOTICE - PAST DUE BALANCE FOR UNIT [Unit Number]

Dear [Tenant Name],

This is a second reminder regarding the outstanding balance on your storage unit account. Our records indicate that your payment of \$[Amount Owed] is now [Number of Days] days overdue.

A breakdown of your current balance is as follows:

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

We previously contacted you regarding this debt on [Date of First Letter], but we have not yet received payment or a response. To avoid further action, please remit payment immediately via [Online Portal/Phone/In-Person].

URGENT NOTICE: Continued failure to pay may result in a denial of access to the storage facility, the termination of your rental agreement, and the potential sale of the contents of your unit at public auction to satisfy the lien, as permitted by [State] law.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Management]
[Your Company Name]