

DATE: [Insert Date]

TO:

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: SECOND NOTICE OF DEFAULT AND OVERDUE BALANCE

Storage Unit Number: [Unit Number]

Account Number: [Account Number]

Dear [Tenant Name],

This is a second formal reminder that your storage unit account is in default. We previously contacted you on [Date of First Notice] regarding your unpaid balance, but our records show that payment has not yet been received.

Current Amount Due: \$[Total Amount]

Past Due Since: [Date]

The total amount due includes the original monthly rent plus applicable late fees of \$[Late Fee Amount].

Urgent Action Required:

Your access to the storage facility remains suspended. To avoid further escalation, including the potential termination of your rental agreement and the eventual sale of the contents of your unit at public auction (as permitted by state law and your rental contract), please remit the full balance immediately.

Payment Methods:

- Online: [Insert Website URL]

- Phone: [Insert Phone Number]

- In Person: [Insert Office Address]

If you have already sent your payment, please disregard this notice and contact us to ensure your account status is updated and your access is restored.

Sincerely,

[Manager Name]

[Storage Facility Name]

[Phone Number]

[Email Address]