

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: SECOND NOTICE - PAST DUE ACCOUNT

Unit Number: [Unit Number]

Outstanding Balance: \$[Amount Due]

Dear [Customer Name],

Our records indicate that your account for the storage unit listed above remains past due. We previously sent a notification regarding your balance on [Date of First Letter], but we have not yet received your payment.

Please be advised that as of [Date], your account is now [Number] days delinquent. To avoid further action, including late fees, denial of access to your storage unit, or the eventual sale of your property at auction to satisfy the debt, please submit your payment immediately.

Payment Options:

- Pay online at: [Website URL]
- Pay by phone: [Phone Number]
- Pay in person or mail a check to: [Facility Address]

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error with your statement, please contact our office at [Phone Number] immediately to discuss your account.

Sincerely,

[Management Name]

[Facility Name]

[Phone Number]