

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: SECOND REMINDER - FINAL OPPORTUNITY TO SETTLE OVERDUE RENT

Dear [Tenant Name],

Our records indicate that your account for Storage Unit #[Unit Number] remains past due. This is our second formal reminder regarding your outstanding balance of \$[Total Amount Owed], which includes late fees and administrative charges.

Your payment is now [Number] days overdue. Please be advised that this is your **final opportunity** to resolve this debt before we initiate further action. Failure to settle the balance immediately may result in:

- Permanent denial of access to the storage facility.
- The removal and disposal of items stored within the unit.
- The sale of contents at public auction to recover losses (as permitted by law).
- Referral of your account to a professional debt collection agency.

To avoid these consequences, please submit your payment in full by [Deadline Date].

Payments can be made via [Payment Methods, e.g., online portal, phone, or in person].

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship, please contact our office immediately at [Phone Number] to discuss a potential payment arrangement.

Sincerely,

[Management Name]

[Facility Name]

[Phone Number]