

Date: [Insert Date]

Subject: SECOND NOTICE: Past Due Payment for Unit [Insert Unit Number]

Dear [Insert Tenant Name],

This is a second reminder that your account for storage unit [Insert Unit Number] is now [Insert Number of Days] days past due. We have not yet received the payment requested in our previous notice.

Account Summary:

- Monthly Rent: \$[Insert Amount]
- Late Fees accrued: \$[Insert Amount]
- **Total Balance Due: \$[Insert Total Amount]**

Please be advised that according to your rental agreement, failure to pay may result in a denial of access to the facility and the potential for a lien to be placed against your stored property.

Please submit your payment immediately via [Insert Payment Method, e.g., our website portal, phone, or in person].

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties, please contact us at [Insert Phone Number] to discuss payment options.

Sincerely,

[Your Name/Company Name]

[Facility Address]

[Phone Number]

[Email Address]