

[Current Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: SECOND REMINDER: Outstanding Balance for Storage Unit [Unit Number]

Dear [Tenant Name],

This is a second reminder regarding the overdue balance on your storage rental account for unit [Unit Number].

Our records show that your account is currently past due in the amount of \$[Total Amount Due]. This balance includes the monthly rental fee for [Month/Period] and any applicable late fees.

Account Summary:

Past Due Amount: \$[Amount]

Late Fees: \$[Amount]

Total to Pay: \$[Total Amount]

Please submit your payment immediately to avoid further late charges or a disruption in your access to the storage facility. You can pay via [Payment Methods: Online Portal, Phone, or In-Person].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact our office at [Phone Number] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Management Name]

[Storage Facility Name]

[Phone Number]

[Email Address]