

[Your Storage Facility Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Tenant Street Address]
[City, State, Zip Code]

RE: SECOND NOTICE - PAST DUE RENT FOR UNIT #[Unit Number]

Dear [Tenant Name],

This is a formal reminder that your account is still past due. We sent a previous notice regarding your balance on [Date of First Notice], but we have not yet received your payment.

As of today, your account details are as follows:

- Past Due Amount: \$[Amount]
- Late Fees: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Your payment was originally due on [Original Due Date]. Please be advised that per your rental agreement, continued non-payment may result in a denial of access to the facility and the assessment of additional late charges or lien fees.

Please submit your payment immediately to bring your account current. You can pay via our online portal at [URL], by mail, or in person at our office.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Management]
[Your Storage Facility Name]