

Date: [Current Date]

TO: [Tenant Name]

Unit Number: [Unit #]

Total Amount Overdue: \$[Amount]

SUBJECT: SECOND NOTICE OF OVERDUE RENT AND PRE-FORECLOSURE WARNING

Dear [Tenant Name],

This is the second formal reminder that your account remains past due. Our records show that your storage rental payment has not been received since [Date of Last Payment].

As of today, your total balance including late fees is \$[Amount].

Please be advised that your account is now entering the **pre-foreclosure stage**. If payment is not received in full by [Deadline Date], we will be forced to begin the lien process as permitted by state law. This may result in:

- Denial of access to the storage facility.
- The addition of further administrative and legal fees.
- The public auction of all items stored within your unit.

To prevent these actions, please submit your payment immediately through our online portal, by mail, or in person at the facility office.

If you have already sent your payment, please disregard this notice and contact us to confirm receipt.

Sincerely,

[Management Name]

[Facility Name]

[Phone Number]

[Email Address]