

Date: [Insert Date]

To:

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: SECOND NOTICE: OVERDUE RENT - UNIT #[Unit Number]

Dear [Tenant Name],

This is a formal reminder that your account for storage unit #[Unit Number] remains past due. According to our records, we have not yet received payment following our initial reminder sent on [Date of First Notice].

Account Summary:

- Current Rent Overdue: \$[Amount]
- Late Fees: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please be advised that your gate access has been suspended and a facility overlock has been placed on your unit. Access will be restored once the balance is paid in full.

To avoid further late fees or the initiation of the lien process as outlined in your rental agreement, please submit your payment immediately via [Online Portal/Phone/In-Person].

If you have already sent your payment, please disregard this notice and contact us to ensure it has been applied to your account.

Sincerely,

[Management Name]

[Facility Name]

[Phone Number]

[Email Address]