

URGENT: SECOND NOTICE

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: Overdue Balance for Storage Unit #[Unit Number]

Dear [Customer Name],

This is a formal second notice to inform you that your account remains past due. As of [Current Date], we have not received the payment requested in our previous notice sent on [Date of First Notice].

Account Summary:

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

Your access to the storage facility has been temporarily suspended. To reactivate your access and avoid further collection actions, please submit the full payment immediately.

Failure to settle this balance by [Due Date] may result in additional late penalties, the reporting of this debt to credit bureaus, or the eventual foreclosure and auction of the contents of your unit as permitted by state law and your rental agreement.

Please make your payment via [Payment Method/Online Portal] or contact our office at [Phone Number] immediately to resolve this matter.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Management Name]

[Storage Facility Name]

[Phone Number]