

Subject: Friendly Reminder: Your Storage Account Payment is Overdue

Dear [Customer Name],

We are reaching out to provide a friendly reminder that we have not yet received payment for your storage unit, #[Unit Number]. According to our records, your account is currently [Number] days past due.

**Account Summary:**

- **Invoice Number:** [Invoice Number]
- **Due Date:** [Date]
- **Amount Due:** \$[Amount]

We understand that things can get busy, and this may have simply slipped your mind. If you have already sent your payment, please disregard this notice.

You can settle your balance by [Link to Payment Portal], by calling us at [Phone Number], or by visiting our office in person.

Thank you for being a valued customer. If you are experiencing any issues or have questions regarding your account, please contact us so we can assist you.

Best regards,

[Your Name/Company Name]

[Phone Number]

[Email Address]