

**Date:** [Insert Date]

**TO:**

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**RE: PRE-COLLECTION NOTICE - ACTION REQUIRED**

Dear [Tenant Name],

This letter serves as a formal warning regarding your past-due balance for Storage Unit #[Unit Number] at [Facility Name]. As of today, your account is delinquent in the amount of **[\$Total Amount Due]**.

Despite previous notifications, we have not received payment. If the full balance is not paid by **[Deadline Date]**, we will be forced to take the following actions:

- Transfer your account to a third-party debt collection agency.
- Report the delinquency to national credit bureaus, which may impact your credit score.
- Initiate the lien process and schedule a public auction of the contents of your unit as permitted by state law.

To prevent these actions and protect your credit standing, please submit your payment immediately via [Online Portal Link], by phone at [Phone Number], or in person at our office.

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

Sincerely,

[Management Name]

[Facility Name]

[Phone Number]

[Email Address]