

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: SECOND NOTICE - Outstanding Storage Balance for Unit #[Unit Number]

Dear [Customer Name],

This is a second formal notice regarding the overdue balance on your storage account. Our records indicate that we have not yet received payment following our initial reminder sent on [Date of First Notice].

As of today, your account details are as follows:

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

Please be advised that failure to settle this balance immediately may result in further late fees, the suspension of your gate access, or the initiation of a lien process against your stored property as per the terms of your rental agreement.

If you have already sent your payment, please disregard this notice. Otherwise, please submit your payment via [Online Portal/Phone/Mail] by [Due Date] to avoid further action.

If you are experiencing financial difficulties or believe there is an error, please contact our office immediately at [Phone Number].

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]