

Payment Reminder

Dear [Tenant's Name],

This is a friendly reminder that your payment for the storage unit #[Unit Number] is due on [Due Date]. Please ensure that the payment of [Amount Due] is made by this date to avoid any late fees.

You can make your payment through [Payment Method] or visit the office during business hours.

If you have any questions regarding your payment or your storage unit, feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]