28 Days Overdue Letter – Need to be sent by REGISTERED MAIL

28天逾期付款信件 – 需要以掛號型式寄出

Dear [Name of Storer]

**RE: OVERDUE STORAGE FEES**

Fees for **the use of Storage Space [insert number of Space] are now** **28 days** **overdue**. The amount owing is [insert amount including storage fees and late fees]. Pursuant to The Standardized Self Storage Licensing Agreement your Space has been overlocked and you will be refused entry until such time as all fees have been paid.

In accordance with The Standardized Self Storage Licensing Agreement if the total amount owing is not paid within 14 days from the date of this notice your Space will be opened and your goods disposed or sold.

Further, in accordance with the terms of our agreement, we are now entitled to list you with the StorAlert! service/have listed you with the StorAlert! service [delete as required].

**Your goods will be disposed of or sold 14 days from the date of this notice if your fees are not paid in full by this time.**

We look forward to your earliest response.

Yours faithfully,

[Name of Operator]

致 [迷你倉用家]

**回：拖欠迷你倉租金通知**

現時 閣下**已拖欠迷你倉租金28天**，現時欠款為 [迷你倉租價及遲交罰金] 。根據標準迷你倉協議合同，閣下所租用的迷你倉已被封鎖，並將拒絕 閣下進出所租用之迷你倉及使用任何存取服務。根據標準迷你倉協議合同，若 閣下於這信件寄出後14天內還沒有完全繳付所有欠款，本公司將會棄置或拍賣 閣下的儲存物。為免以上情況發生，請於限期內繳還欠款。另一方面，跟據合同內容，本公司也有權把 閣下列入StorAlert! / 將會列入StorAlert! [如有需要可刪除這句]

**於14天內您還沒有完全繳付所有欠款， 閣下的儲存物將會被棄置或拍賣。**

 我們期盼您的盡快回覆。

[營運商名字] 謹啟