7 Days Overdue Letter

7天逾期付款信件

Dear [Name of Storer]

**RE: OVERDUE STORAGE FEES**

Fees for the use of Storage Space [insert number of Space] are now 7 days overdue. You have been charged a late fee of [insert amount]. Including the outstanding storage fees the total 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 35 days from the date of this notice your Space will be opened and your goods seized to cover outstanding fees.

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].

We look forward to your earliest response. If you have made payment in the past few days, kindly disregard this letter.

Yours faithfully,

[Name of Operator]

致 [迷你倉用家]

**回：迷你倉逾期用欠款通知**

 閣下之迷你倉租金 [所租用之迷你倉號碼] 已逾期繳交7天， 閣下需繳付所欠額外罰款，所欠款項現為 [所欠罰金]，總計所欠租金和罰款為 [所欠租金和罰款]。根據標準迷你倉協議合同內容， 閣下所租用的迷你倉將會被封鎖，亦拒絕 閣下進入租用之迷你倉或使用任何存取服務，直至所有欠款已繳還。若您於收到通知後35天還未繳清有關款項，您的儲存物將會被充公或棄置。另一方面，根據合同內容，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]。

 我們期盼您的盡快回覆。若你在繳交有關費用，請忽略此信件內容。

[營運商名字] 謹啟