

Acme Units

Facility Address: 2742 Cooper Road | Morton, Illinois 61550
Mailing Address: P.O. Box 1234 | Morton, Illinois 61550
(309)123-1234 | storage@acmeunits.com | www.AcmeUnits.com

November 1, 2021

Hello!

Our names are Michael and Ann Smith and we recently purchased Acme Units from Rick and Diane Jones. We wanted to send a letter to introduce ourselves to you. We look forward to providing the level of service that you are accustomed to receiving and want to ensure a smooth transition.

Your current rental rates will remain the same. We will also offer a long-term rental discount. If you pay upfront for an annual lease, your 12th month will be free. Going forward, the following payment options are available:

Credit/Debit Card Payments:

If you are interested in establishing automatic payments by credit or debit card, please let us know. You may also make payments online at www.AcmeUnits.com. Please provide your email address, so that we may invite you to have online access.

Personal Check/Money Order:

Please mail check to:

Acme Units
P.O. Box 1234
Morton, Illinois 61550

Customer Referral

If you refer a customer, please have them indicate your name so that you may receive a \$10 credit to your rent the following month.

Late Fee Policy

Effective January 1, 2022 if your payment is 5 days late, a **\$10.00 late fee** will be applied.

If you would like to have an email address on file, please provide that to us. Or if you have any questions, feel free to call or text us at **(309)123-1234**. You can also email us at **storage@acmeunits.com**.

We appreciate your business. Thank you!

Michael and Ann Smith
Acme Units