

**Date:** [Insert Date]

**To:** [Tenant Name]

**Property Address:** [Insert Property Address]

## Notice of Change in Rent Payment Method

Dear [Tenant Name],

This letter is to formally notify you of a change regarding the method of your rent payments. Effective [Insert Effective Date], all future rent payments should be made via direct payment to the bank account listed below.

Please update your records and set up your payments using the following details:

- **Bank Name:** [Insert Bank Name]
- **Account Holder Name:** [Insert Name]
- **Account Number:** [Insert Account Number]
- **Routing/Sort Code:** [Insert Number]
- **Payment Reference:** [Insert Reference, e.g., Your Name or Address]

The monthly rent amount remains [Insert Rent Amount], due on the [Insert Day] of each month.

If you have already sent your payment for the upcoming month via the previous method, please let me know immediately. Otherwise, please ensure all future transfers are directed to the new account.

If you have any questions regarding this change, please contact me at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager Name]

[Signature]