

DATE: [Insert Date]

TO:

[Tenant Name]

[Tenant Business Name]

[Property Address/Suite Number]

[City, State, Zip Code]

RE: NOTICE OF RENT PAYMENT REDIRECTION

Dear [Tenant Contact Name],

Please be advised that effective [Date of Change], the payment instructions for your commercial lease at [Property Address] have changed. This notice serves as formal instruction to redirect all future rent payments and other charges due under your lease agreement.

Starting with the payment due on [**First Payment Date under New Instructions**], please remit all payments to the following:

New Payee Name: [New Entity Name]

New Remittance Address:

[Street Address/P.O. Box]

[City, State, Zip Code]

If you pay via ACH or Wire Transfer, please use the following banking details:

- **Bank Name:** [Bank Name]
- **Account Name:** [Account Name]
- **Routing Number:** [Routing Number]
- **Account Number:** [Account Number]

Please update your accounting records immediately to reflect these changes. All other terms and conditions of your lease agreement remain in full force and effect.

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

Sincerely,

[Signature]

[Name of Landlord/Property Manager]

[Title]

[Company Name]