

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Update to Approved Rent Payment Methods

Dear [Tenant Name],

This letter is to inform you of a change regarding the accepted methods for paying your rent. Effective [Date], we will be updating our payment procedures to improve efficiency and record-keeping.

Starting on the date mentioned above, the following payment methods will be accepted:

- [Method 1: e.g., Online Portal via Website Name]
- [Method 2: e.g., Direct Deposit / ACH Transfer]
- [Method 3: e.g., Personal Check or Money Order]

Please note that as of [Date], we will no longer accept [Method being removed, e.g., Cash payments].

If you choose to pay via [Specific Method], please follow these instructions: [Brief Instructions].

All other terms of your lease agreement, including the rent amount and the due date, remain unchanged. Rent is still due on or before the [Day] of each month.

If you have any questions regarding this update or need assistance setting up a new payment method, please contact [Contact Name] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]

[Your Phone Number]