

**Date:** [Insert Date]

**To:** [Recipient Name/All Tenants]

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

**Unit Number:** [Insert Unit Number, if applicable]

**Subject: Notice of Modification to Approved Payment Methods**

Dear [Recipient Name],

This letter serves as formal notification that the approved methods for submitting property-related payments (including rent and utilities) will be modified effective **[Insert Effective Date]**.

**Discontinued Payment Methods:**

As of the date mentioned above, we will no longer accept the following forms of payment:

- [Insert Discontinued Method, e.g., Cash]
- [Insert Discontinued Method, e.g., Personal Checks]

**Approved Payment Methods:**

Moving forward, please use one of the following authorized methods to ensure your payments are processed correctly:

- **Online Portal:** [Insert Website URL/Link]
- **Electronic Transfer:** [Insert Bank Details or App Name]
- **Certified Funds:** [Insert details for Money Orders or Cashier's Checks]
- **Other:** [Insert Other Approved Method]

Please ensure that all future payments are submitted via the new approved methods to avoid any late fees or processing delays. All other terms of your existing agreement remain in full force and effect.

If you have any questions regarding these changes or need assistance setting up your online account, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Your Title/Property Management Company Name]

[Contact Information]