

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of Updated Rent Payment Procedures

Dear [Tenant Name],

This letter serves as official notice regarding a change in the procedures for paying your rent. Effective [Date], all rent payments should be made according to the new guidelines outlined below.

New Payment Method(s):

- [Insert Method: e.g., Online Portal, Electronic Transfer, New Mailing Address]
- [Insert Details: e.g., Website URL or Account Information]

Key Changes:

- [Change 1: e.g., We will no longer accept personal checks.]
- [Change 2: e.g., Payments must be received by the 3rd of each month.]

Please ensure that your records are updated to reflect these changes to avoid any late fees or processing delays. All other terms of your lease agreement remain in full effect.

If you have any questions regarding these new procedures, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]