

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of Change in Rent Payment Policy

Dear [Tenant Name],

This letter is to inform you of a change regarding the accepted methods and procedures for rent payments. Effective [Date of Change], [Property Management Company/Landlord Name] will be implementing a new payment policy.

New Payment Requirements:

- **Accepted Payment Methods:** [List methods, e.g., Online Portal, ACH, Direct Deposit, Check]
- **Prohibited Payment Methods:** [List methods no longer accepted, e.g., Cash, Credit Card]
- **Payment Deadline:** Rent remains due on the [Day] of each month.
- **Late Fees:** [Briefly describe late fee policy if it has changed].

Action Required:

To comply with this new policy, please [Action needed, e.g., register for the online portal at URL / update your automatic bill pay].

We are making this change to [Reason for change, e.g., streamline processing and provide more secure payment options]. All other terms of your lease agreement remain in full force and effect.

If you have any questions regarding this transition, please contact our office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Management Name/Signature]

[Property Management Company Name]