

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Rental Property Address]

Subject: Notice of Change to Rent Payment Methods

Dear [Tenant Name],

This letter is to formally notify you of a change regarding how rent and other payments are to be submitted for your rental unit. Effective **[Effective Date]**, we will be updating our accepted payment methods.

Discontinued Payment Methods:

As of the date above, we will no longer accept the following forms of payment: [List discontinued methods, e.g., Cash, Personal Checks].

Accepted Payment Methods:

Please ensure all future payments are made via the following methods:

- [Method 1: e.g., Online Tenant Portal at www.example.com]
- [Method 2: e.g., Direct Deposit / ACH Transfer]
- [Method 3: e.g., Cashier's Check or Money Order]

Payment Instructions:

[Insert specific instructions for the new system, such as how to set up an account or where to mail physical checks].

All other terms of your lease agreement remain in full effect. It is your responsibility to ensure that payments are received by the due date stipulated in your lease to avoid late fees.

If you have any questions regarding this transition, please contact [Management Name/Landlord Name] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Contact Information]