

Date: [Insert Date]

To: [Tenant Name]

From: [Landlord/Property Manager Name]

Property Address: [Insert Property Address]

Subject: Transition to Electronic Rent Payments

Dear [Tenant Name],

Effective [Insert Date], we will be transitioning our rent collection process to an electronic payment system. This change is intended to make the payment process faster, more secure, and more convenient for all residents.

New Payment Method: [Insert Platform Name, e.g., Tenant Portal, Zelle, Venmo, ACH]

Instructions to Set Up Your Account:

- Step 1: [Insert Instruction]
- Step 2: [Insert Instruction]
- Step 3: [Insert Instruction]

Please note that starting [Insert Date], we will no longer accept [Insert old method, e.g., paper checks or cash].

If you have any questions regarding this transition or need assistance setting up your electronic payment account, please contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]