

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Notification of Updated Rent Payment Methods

Dear [Tenant Name],

This letter is to inform you that we are updating the accepted methods for rent payments effective [Effective Date]. To streamline our accounting process and provide more convenient options, we will be transitioning to new payment systems.

Starting on the date mentioned above, the following payment methods will be accepted:

- [Method 1: e.g., Online Portal at URL]
- [Method 2: e.g., ACH/Direct Deposit]
- [Method 3: e.g., Mobile App Name]
- [Method 4: e.g., Check by Mail to Address]

Please note that as of [Discontinuation Date], we will no longer accept the following payment methods: [List old methods, e.g., Cash or Personal Checks].

Action Required:

Please ensure your payment settings or automatic transfers are updated prior to your next rent due date on [Next Due Date]. [Instructions for setting up new account, if applicable].

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

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord Name]