

Date: [Insert Date]

To: All Residents of [Property Name]

Subject: Notice of Delayed Implementation: Online Rent Payment Portal Upgrade

Dear Residents,

We are writing to inform you that the scheduled upgrade to our online rent payment portal, originally set for [Original Date], has been delayed.

Due to [Optional: technical adjustments / unforeseen administrative delays], the new portal is now expected to go live on [New Expected Date].

What this means for you:

- **Current Portal:** Please continue to use the existing payment system for your next rent payment.
- **Auto-Pay:** If you have automatic payments set up on the current system, they will remain active and do not require changes at this time.
- **Login Credentials:** Do not attempt to register for the new system until you receive a formal "Go-Live" notification from management.

We apologize for any inconvenience this delay may cause. Our goal is to ensure the transition to the new platform is as seamless and secure as possible.

If you have any questions regarding your account or payment methods, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Management Name]
[Property Name]