

Date: [Insert Date]

Subject: REMINDER: Upcoming Upgrade to Rent Payment Portal

Dear Resident,

This is a formal reminder regarding the upcoming upgrade to our online rent payment portal. As previously announced, we are transitioning to a new system to provide you with a more secure and user-friendly experience.

Key Dates:

- Current Portal Deactivation: [Insert Date/Time]
- New Portal Launch: [Insert Date/Time]

What You Need to Do:

1. **Cancel Recurring Payments:** If you have "Auto-Pay" set up on the current system, please log in and disable it before [Insert Date]. Recurring payments will not transfer automatically.
2. **Register for the New Portal:** On [Insert Launch Date], you will receive an email with an invitation link and instructions on how to set up your new account.
3. **Update Payment Methods:** You will need to re-enter your bank account or credit card information in the new secure system.

Important Note: To avoid late fees, please ensure your account is set up and your next rent payment is scheduled through the new portal by [Insert Due Date].

If you have any questions or require assistance with the registration process, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation during this transition.

Sincerely,

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