

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

**Subject: Important Update Regarding Your Rent Payments**

Dear [Tenant Name],

We are writing to welcome you to our new payment system. To make managing your tenancy easier, we have updated our rent collection process effective [Effective Date].

Starting from your next payment cycle, please use the following method(s) to pay your rent:

- **Online Portal:** [Link to Website/Portal]
- **Bank Transfer:** [Account Name / Account Number / Routing Number]
- **Other:** [Describe other methods like Check or Mobile App]

Please note that we will no longer be accepting payments via [Old Payment Method] after [Cut-off Date].

If you have any questions regarding this transition or need assistance setting up your new account, please contact our office at [Phone Number] or [Email Address].

Thank you for your cooperation and for being a valued resident.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Contact Information]