

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**RE: Notice of Change in Rent Payment Method**

Dear [Tenant Name],

This letter is to formally notify you of a change in the accepted methods for paying your monthly rent for the property located at [Rental Property Address].

Effective [Date of Change], we will no longer be accepting [Old Payment Method, e.g., Cash or Personal Checks].

Starting from the date mentioned above, please use one of the following approved payment methods:

- [New Method 1: e.g., Online Portal at [www.website.com](http://www.website.com)]
- [New Method 2: e.g., ACH Direct Deposit]
- [New Method 3: e.g., Money Order/Cashier's Check mailed to Address]

Please ensure that your future rent payments are submitted using these new procedures to avoid any processing delays or late fees. All other terms of your lease agreement, including the rent amount and the due date, remain unchanged.

If you have any questions regarding these new payment options or need assistance setting up an account, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Landlord Name]

[Property Management Company Name, if applicable]

[Phone Number]