

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Rent Payment Method Update

Dear [Tenant Name],

This letter is to formally notify you of a change regarding how your rent payments should be submitted. Starting on [Effective Date], please use the following updated payment information:

New Payment Method: [e.g., Online Portal, Direct Deposit, Check]

Payable To: [Name of Entity or Individual]

Account/Routing Number (if applicable): [Details]

Mailing Address (if applicable): [Address]

Payment Link (if applicable): [URL]

Please ensure that all future payments, beginning with the payment due on [Date], are sent using this new method. Any payments sent to the previous account or address after this date may result in processing delays.

Your monthly rent amount of \$[Amount] remains the same. If you have any questions regarding this change, please contact me at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Landlord Name]

[Property Management Company Name, if applicable]