

[Your Name or Property Management Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Tenant Address]
[City, State, Zip Code]

Subject: Update on Rent Payment Procedures

Dear [Tenant Name],

This letter is to inform you of a change in the procedures for submitting your monthly rent payments. These changes will be effective as of [Effective Date].

Current Payment Method:

[Description of old method, e.g., Personal checks mailed to the office]

New Payment Method:

[Description of new method, e.g., Online portal, direct deposit, or new mailing address]

Instructions for New Procedure:

- [Step 1: e.g., Visit www.portal-link.com]
- [Step 2: e.g., Create an account using your email address]
- [Step 3: e.g., Set up a recurring or one-time payment]

Please note that [mention any fees, deadlines, or specific details regarding the new system]. All other terms of your lease agreement, including the monthly rent amount and the due date, remain unchanged.

If you have any questions or need assistance setting up your new payment method, please contact [Name/Department] at [Phone Number] or [Email].

Thank you for your cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Position]