

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Updated Rent Payment Procedures

Dear [Tenant Name],

This letter is to formally notify you that the procedures for submitting your monthly rent payments for the property located at [Property Address] will change effective [Date Change Takes Effect].

Please note the following updates to our payment methods:

- **New Payment Method:** [e.g., Online Portal, Direct Deposit, New Mailing Address]
- **Online Access:** [Insert Website URL if applicable]
- **Payable To:** [Name of Entity or Individual]
- **Due Date:** [e.g., The 1st of every month]

As of [Date Change Takes Effect], we will no longer be accepting payments via [Old Payment Method, e.g., Cash or Personal Checks].

If you have any questions regarding these new procedures or need assistance setting up your new payment account, please contact us at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Contact Information]