

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Updated Rent Remittance and Contact Information

Dear [Tenant's Name],

This letter is to formally provide you with the updated contact details and instructions for your future rent remittances regarding the property located at [Rental Property Address].

Please ensure that all rent payments starting from [Effective Date] are directed to the following account/recipient:

Payment Details:

Payee Name: [Name on Account]
Bank Name: [Bank Name]
Account Number: [Account Number]
Routing Number: [Routing Number]
Payment Reference: [e.g., Tenant Name or Property Address]

Management Contact Information:

For any inquiries regarding your lease, maintenance requests, or payment confirmations, please use the following contact details:

Primary Contact: [Contact Person Name]
Phone: [Phone Number]
Email: [Email Address]

Please update your records accordingly to avoid any delays in payment processing. All other terms and conditions of your lease agreement remain in full effect.

Thank you for your cooperation.

Sincerely,

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