

Letter of Clarification on Altered Tenant Rent Due Date

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

Date: [Insert Date]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to clarify the changes made to the rent due date for your lease at [Property Address].

As per our recent communication, the rent due date has been altered from the [Old Due Date] to the [New Due Date]. This adjustment was made to better align with our accounting procedures.

Should you have any questions or concerns regarding this change, please do not hesitate to reach out. We value your understanding and cooperation in this matter.

Thank you for your attention to this notice.

Sincerely,

[Your Name]
[Your Title]
[Contact Information]
[Property Management Company Name]