

# Notice of Rent Due Date Change

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of a change in the due date for your rent payments.

Effective [New Due Date], the due date for your rent will be shifted from [Old Due Date] to [New Due Date]. This change is being made to better align with our accounting practices.

Please adjust your payment schedule accordingly, and do not hesitate to reach out if you have any questions or concerns regarding this change.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Property Management Company Name]