

Notice of Rent Due Date Adjustment

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to your rent due date for the property located at [Property Address].

Effective [New Due Date], your rent will be due on the [Day] of each month instead of the previous due date of [Old Due Date]. This change is being made to better align with our billing processes.

Please update your records accordingly. If you have any questions or concerns regarding this adjustment, feel free to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Agency Name]

[Contact Information]