

# Rental Payment Procedures

Dear [Tenant's Name],

We hope this message finds you well. This letter serves to inform you of the rental payment procedures for your residence at [Property Address]. Please read the following guidelines carefully to ensure timely and accurate payments.

## Payment Due Date

Your rent is due on the [Due Date] of each month. Please make sure to submit your payment by this date to avoid any late fees.

## Accepted Payment Methods

- Online payment through the tenant portal
- Bank transfer to the following account: [Bank Details]
- Personal checks mailed to: [Mailing Address]

## Late Payment Policy

Payments received after the due date will incur a late fee of [Late Fee Amount]. After [Grace Period], additional actions may be taken in accordance with the lease agreement.

## Contact Information

If you have any questions regarding your rental payment or need assistance, please contact us at [Contact Information].

Thank you for your attention to this matter and for being a valued tenant.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]