

# Notice of Rent Payment Method Change

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding the method of rent payment for your tenancy at [Property Address]. Effective [Effective Date], we will be transitioning to a new rent payment system.

Starting on [Effective Date], all rent payments must be made through [New Payment Method, e.g., online portal, bank transfer, etc.]. This change is implemented to improve processing efficiency and to provide a more convenient experience for our tenants.

Instructions on how to set up your new payment method are enclosed with this letter. Should you have any questions or need assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this matter, and we appreciate your cooperation during this transition period.

Sincerely,

[Your Name]

[Your Position]

[Landlord/Property Management Company Name]

[Contact Information]