

Tenant Lockbox Implementation Notice

Dear [Tenant's Name],

We are pleased to inform you that effective [Implementation Date], the management will be implementing a lockbox system for all rental payments. This system aims to enhance the security and efficiency of payment processing.

The details are as follows:

- Lockbox Address: [Lockbox Address]
- Payment Method: [Check/Money Order/Online]
- Due Date: [Rent Due Date]

Please ensure that all future rent payments are sent to the lockbox address provided above, beginning on the implementation date. This will allow us to process your payments promptly and securely.

If you have any questions regarding this new process, please do not hesitate to reach out to our office at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]