

Tenant Digital Communication Preferences

Date: [Insert Date]

To: [Landlord/Property Manager Name]

Address: [Landlord/Property Address]

Dear [Landlord/Property Manager Name],

I hope this message finds you well. I am writing to express my preferences regarding digital communication for any upcoming policy changes related to my tenancy at [Your Address].

Preferred Communication Methods:

- Email: [Your Email Address]
- Text Message: [Your Phone Number]
- Online Portal: [If applicable, specify portal]

Additional Preferences:

I would appreciate receiving notifications about policy changes at least [Specify Timeframe, e.g., two weeks] in advance to allow for any necessary adjustments.

Thank you for your attention to this matter. Please confirm that you have received my preferences and do not hesitate to reach out if you need any further information.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Address]