

Notice of Modification to Rent Payment Process

Date: [Insert Date]

From: [Your Name/Company Name]

Address: [Your Address]

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 that there will be modifications to the rent payment process for your lease at [Property Address].

Effective [Insert Effective Date], the following changes will be implemented:

- All rent payments will now be processed via [New Payment Method, e.g., online portal, bank transfer, etc.].
- The due date for rent payments will remain on [Due Date].
- Please note that late fees will be enforced as per the terms of your lease agreement.

If you have any questions or require assistance with the new payment process, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]