

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding the rent payment procedure for your unit at [Property Address].

Effective [Effective Date], all rent payments should be made using the following procedure:

- Rent Amount: [Amount]
- Due Date: [Due Date]
- Payment Methods:
 - Online Payment: Please visit [Payment Link].
 - Check Payment: Make checks payable to [Landlord/Property Management Name] and send them to [Mailing Address].
 - In-Person Payment: You may also pay in person at [Office Location/Hours].

If you have any questions or concerns regarding this update, please feel free to reach out to us at [Contact Information].

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

Sincerely,
[Your Name]
[Your Position]
[Company/Organization Name]