

# Revised Rental Payment Instructions

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of some revised instructions regarding your rental payment effective from [Effective Date].

## New Payment Instructions:

- **Amount Due:** [Insert Amount]
- **Payable To:** [Insert Payee Name]
- **Payment Method:** [Insert Payment Method (e.g., Bank Transfer, Check, etc.)]
- **Account Details:** [Insert Account Number / Details]

Please ensure that your payment is made by the due date of [Insert Due Date] to avoid any late fees.

If you have any questions, feel free to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]