

Dear [Tenant's Name],

We are pleased to announce that starting [Date], you will be able to pay your rent online through our new payment portal. This change aims to make the rent payment process more convenient and efficient for you.

To access the online payment portal, please visit [Website URL] and create your account using your tenant details. Once your account is set up, you can easily view your lease details and make secure payments online.

For any questions or assistance, please do not hesitate to reach out to our management office at [Contact Information].

Thank you for your cooperation and continued residency!

Sincerely,
[Your Name]
[Your Title]
[Property Name]