

Online Rent Payment Instructions

Dear [Tenant's Name],

We hope this message finds you well. This is a reminder that your rent payment for the month of [Month] is due on [Due Date]. To streamline the payment process, we encourage you to make your payment online. Below are the instructions on how to do so:

Step-by-Step Instructions

1. Visit our website at [Website URL].
2. Click on the "Tenant Portal" link located at the top of the homepage.
3. Log in using your username and password. If you have not yet registered, please click on "Create Account."
4. Select "Make a Payment" from the dashboard.
5. Enter the amount you wish to pay and select your payment method (credit card, debit card, or bank transfer).
6. Review your payment details and click "Submit" to complete the transaction.

If you encounter any issues during the payment process, please do not hesitate to contact us at [Contact Email] or [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]