

Rental Payment Guidelines

Dear [Tenant's Name],

We hope this message finds you well. This letter serves to outline the rental payment guidelines for your lease at [Property Address]. Please take note of the following information:

Payment Due Date

Rent payments are due on the [due date] of each month.

Accepted Payment Methods

- Bank transfer
- Check payable to [Landlord's Name]
- Online payment portal [link if applicable]

Late Fees

If rent is not received by [grace period, e.g., the 5th day of the month], a late fee of [amount or percentage] will be applied.

Additional Charges

For each subsequent month that the rent remains unpaid, an additional late fee of [amount/percentage] will be assessed.

Contact Information

If you have any questions or concerns regarding this policy, please do not hesitate to contact us at [Landlord's Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Landlord's Name]

[Landlord's Contact Information]