

# Rent Payment Policy Update

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of an update to our rent payment policy that will take effect on [Insert Effective Date].

Key Updates:

- Rent payments will now be due on the [Insert Due Date] of each month.
- All payments must be made electronically through [Insert Payment Method/Application].
- A late fee of [Insert Amount] will be assessed if payment is not received by [Insert Grace Period].

If you have any questions or concerns regarding these changes, please feel free to reach out to us at [Insert Contact Information]. Your cooperation and understanding are greatly appreciated.

Thank you for being a valued tenant.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]