

Rent Payment Guidelines

Dear [Tenant's Name],

We hope this message finds you well. As your landlord, we want to ensure that the rent payment process is clear and straightforward. Please find below the guidelines for your rent payments:

Payment Due Date

Rent is due on the [**Due Date**] of each month.

Payment Methods

- **Bank Transfer:** Please transfer the rent amount to the following account:
- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Bank Name: [Your Bank Name]

Late Payment Policy

If rent is not received by the due date, a late fee of [**Late Fee Amount**] will be applied on the [**Late Fee Date**].

Contact Information

If you have any questions or concerns regarding the payment, please feel free to contact us at:

Email: [Your Email]

Phone: [Your Phone Number]

Thank you for your attention to these guidelines. We appreciate your cooperation.

Sincerely,
[Your Name]
[Your Title]