

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you about some important updates to our rental policy that will take effect on [effective date].

Overview of Changes

After careful consideration and feedback from our tenants, we have revised our rental policy to enhance transparency, improve communication, and create a more comfortable living experience for everyone. Below are the key changes:

- **Payment Methods:** We now accept additional payment options, including online payments via our tenant portal.
- **Late Fees:** The late fee structure has been simplified to ensure clarity.
- **Maintenance Requests:** Maintenance requests can now be submitted online, with a guaranteed response time.
- **Renewal Process:** The lease renewal process has been streamlined for your convenience.

Impact on You

We believe these changes will greatly benefit our tenants and contribute to a positive living environment. Should you have any questions or concerns about these updates, please do not hesitate to reach out to our office.

Contact Information

You can contact us at [phone number] or [email address]. We are here to assist you!

Thank you for being a valued tenant. We appreciate your understanding and cooperation as we implement these improvements.

Sincerely,
[Your Name]
[Your Title]
[Company Name]