

Automatic Rent Deduction Setup

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are pleased to inform you that your request for automatic rent deduction has been successfully set up. This service will ensure that your monthly rent payment of [Insert Rent Amount] will be deducted from your bank account on the [Insert Due Date] of each month.

Please review the details below:

- Bank Account: [Last Four Digits of Account Number]
- Amount: [Insert Rent Amount]
- Deduction Date: [Insert Due Date of Each Month]

If you have any questions or if you wish to make any changes to this arrangement, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]