

Cash Payment Procedures for Rent

Date: _____

To: [Tenant's Name]

Address: [Tenant's Address]

Subject: Cash Payment Procedures for Rent

Dear [Tenant's Name],

We hope this letter finds you well. As you prepare to make your upcoming rent payment, we would like to outline the cash payment procedures clearly to ensure a smooth transaction.

Cash Payment Procedures:

1. All cash payments must be made during regular business hours.
2. Please visit our office at [Office Address] to submit your payment.
3. Bring the exact amount of cash; we do not provide change.
4. Please present your rent payment receipt upon arrival.
5. Ensure that you receive a receipt for your cash payment for your records.

If you have any questions regarding these procedures, feel free to contact us at [Contact Number] or [Email Address]. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]