

# Cheque Payment Guidelines for Rent

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

We are writing to outline the guidelines for cheque payments regarding rent for the property located at [Property Address]. Please adhere to the following instructions for a seamless transaction:

1. Cheques should be made payable to: [Landlord's Name or Company Name].
2. The rental amount of [Insert Amount] is due on the [Specify Due Date] of each month.
3. Kindly ensure that the cheque is signed and dated appropriately before submission.
4. All cheques must be delivered or mailed to [Landlord's Address].
5. Late payments may incur a fee of [Specify Amount or Percentage] after [Specify Grace Period].

If you have any questions or concerns about the payment process, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to these guidelines.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]