

# Electronic Rent Payment Instructions

Dear [Tenant's Name],

We hope this message finds you well. To make your rent payment process easier, we have implemented an electronic payment system.

## Instructions for Electronic Payment:

1. Log in to your account at [Payment Portal URL].
2. Select the "Rent Payment" option from the dashboard.
3. Enter the amount of your rent due for the month.
4. Choose your preferred payment method (credit card, debit card, or bank transfer).
5. Confirm your payment details and submit your payment.

Please ensure your payment is submitted by the due date to avoid any late fees. If you have any questions or need assistance, feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]