

Rent Collection Confirmation

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter is to confirm our upcoming rent collection session.

Date of Rent Collection: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Amount Due: [Insert Rent Amount]

Please ensure that the payment is ready in cash or via the agreed payment method. Should you have any questions or need to reschedule, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]