

Rent Collection Confirmation

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to confirm the arrangement for the collection of rent for the property located at [Property Address]. As per our agreement, the rent amount of [Amount] will be due on the [Due Date] of each month.

Please ensure that the payment is made via [Payment Method] by the due date to avoid any late fees.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Property Management Name]

[Your Contact Information]