

Dear Tenants,

We hope this message finds you well. This is a friendly reminder regarding the timing for rent collection.

Starting from [**Start Date**], rent will be collected on the [**Collection Days, e.g., first of every month**]. Please ensure that your payments are made by the due date to avoid any late fees.

If you have any questions or concerns, feel free to reach out to us.

Thank you for your cooperation!

Sincerely,

[**Your Name**]

[**Your Title**]

[**Management Company Name**]

[**Contact Information**]