

Notice of Rent Collection Appointment

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This is to inform you that your rent is due for the month of [Insert Month]. We have scheduled an appointment for rent collection as follows:

Date: [Insert Appointment Date]

Time: [Insert Appointment Time]

Location: [Insert Location]

Please ensure that the rent amount of [Insert Amount] is prepared for collection. If you have any concerns or if this date does not work for you, kindly contact us at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]