

## **Subject: Rescheduling of Rent Collection Appointment**

Dear [Tenant's Name],

I hope this message finds you well. Due to unforeseen circumstances, I need to reschedule our upcoming rent collection appointment originally set for [Original Date and Time].

Could we possibly move the appointment to [New Date and Time]? I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your cooperation. Please confirm if the new time works for you.

Best regards,

[Your Name]

[Your Contact Information]