

Dear [Tenant's Name],

I hope this message finds you well. I am writing to schedule the upcoming rent collection for the month of [Month/Year].

Please let me know your availability for the following dates and times:

- [Date 1] at [Time 1]
- [Date 2] at [Time 2]
- [Date 3] at [Time 3]

If none of these options work for you, please feel free to suggest an alternative time that is convenient.

Thank you for your cooperation. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]