

Notice of Rent Payment Schedule Change

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of a change to the rent payment schedule for your lease at [Property Address].

Effective [Effective Date], the new rent payment schedule will be as follows:

- Rent Amount: \$[Amount]
- Payment Due Date: [New Due Date]
- Payment Frequency: [e.g., Monthly, Bi-weekly]

Please ensure that all future payments are made according to this new schedule. We appreciate your understanding and cooperation.

If you have any questions or concerns regarding this change, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]