Date: [Date]

To: [Tenant Name(s)]
Property Address: [Full Property Address]

Dear [Tenant Name],

This letter is to formally notify you of a change in the procedure for your rent payments, effective starting **[Effective Date]**.

Please discontinue sending payments to the previous account or address. Starting with your next payment due on **[Next Due Date]**, please use the following instructions:

New Payment Method: [e.g., Bank Transfer / Portal / Check]
Payee Name: [Name to appear on check or account holder name]
Bank Name: [Bank Name, if applicable]
Account Number: [Account Number]
Routing Number: [Routing Number]
Mailing Address: [Mailing Address, if paying by check]

All other terms of your lease agreement, including the monthly rent amount and the due date, remain unchanged.

Please confirm receipt of this notice by replying to this email or signing below and returning a copy. If you have any questions regarding this change, please contact me at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name / Property Manager Name]
[Company Name, if applicable]

Tenant Acknowledgment:

Signature: _____ Date: _____