

«today»

«head_of_household»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «head_of_household»:

Thank you for enrolling in our electronic rent payment program. Your paperwork is being processed and your _____ rental payment will be made electronically on _____.

Please note that deductions are made on the 4th of the month or the 1st business day after the 4th. For example, if the 4th is a Saturday, the rent for that month would be deducted on the 6th, which would be the following Monday.

Enclosed is your copy of the Agreement to keep for your records. **Please make sure that if any changes are made to this Agreement** (for example, you change banks or account number) **«mgmt_company» must be notified in writing.** We cannot accept changes over the phone.

Please contact me if you have any questions.

Sincerely,

«rental_agent»