

Lease Adjustment Notification

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

[Tenant's Name]

[Tenant's Address]

[City, State, ZIP Code]

Dear [Tenant's Name],

We hope this letter finds you well. This correspondence is to formally notify you of a proposed adjustment to your lease for the property located at [Property Address].

Effective [Insert Effective Date], the terms of your lease shall be adjusted as follows:

- Monthly Rent: [New Rent Amount]
- Lease Term: [New Lease Term if applicable]
- Other Terms: [Any other adjustments or notes]

Please review this adjustment and let us know if you have any questions or concerns. We appreciate your cooperation and understanding.

Sincerely,

[Landlord's Name]

[Landlord's Contact Information]