

# Update on Leasing Costs

Date: [Insert Date]

Dear Valued Tenant,

We hope this message finds you well. We are writing to inform you about an upcoming update regarding leasing costs for your unit.

Starting from [Effective Date], there will be an adjustment in your monthly lease payment. The new amount will be [New Lease Amount]. This change is due to [Reason for Increase].

We understand that changes in costs can be challenging, and we are committed to ensuring that your living experience remains comfortable. Should you have any questions or concerns regarding this update, please do not hesitate to reach out to us.

Thank you for your understanding and continued residency.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]