

Approval of Lease Terms Adjustment

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We are pleased to inform you that we have reviewed your request for an adjustment to the lease terms of your tenant agreement for the property located at [Property Address].

After careful consideration, we approve the following adjustments:

- Adjustment 1: [Details of Adjustment]
- Adjustment 2: [Details of Adjustment]
- Adjustment 3: [Details of Adjustment]

These adjustments will take effect on [Effective Date]. Please ensure your compliance with the new terms.

Should you have any questions or need further clarification, feel free to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]