

Formal Acknowledgment of Lease Changes

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally acknowledge the changes made to our lease agreement for the property located at [Property Address]. I appreciate your prompt communication regarding these changes and would like to confirm my understanding of the following amendments:

- [Detail the first change]
- [Detail the second change]
- [Any additional changes]

As per our discussion, these changes will take effect on [Effective Date]. Please let me know if I have misunderstood any details or if additional documentation is required from my side.

Thank you for your attention to this matter. I look forward to our continued positive relationship as tenants and landlords.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Contact Information]