

Notification of Lease Amendment

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you of an amendment to your lease agreement for the property located at [Property Address]. This amendment is effective as of [Effective Date].

The changes are as follows:

- [Describe the first amendment]
- [Describe the second amendment]
- [Describe additional amendments as needed]

Please review the amended terms carefully. If you agree to these changes, please sign and return the enclosed copy of this letter by [Response Deadline].

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Contact Information]