

Annual Rental Agreement Assessment

Date: [Insert Date]

To,

[Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this letter finds you well. This is to inform you that your annual rental agreement assessment is due for review on [Insert Review Date]. As part of our standard procedures, we will be conducting an assessment of the rental property located at [Property Address].

During this assessment, we will evaluate the current rental terms, conditions, and market rates to ensure that they are in alignment with the prevailing market standards. We kindly ask you to provide any necessary documentation or feedback that may assist us in this process.

Please feel free to reach out if you have any questions or would like to discuss anything related to your rental agreement. We appreciate your cooperation and understanding.

Thank you for being a valued tenant.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]