

Lease Adjustment Mutual Reconciliation

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

To:

[Landlord's Name]

[Landlord's Address]

[City, State, Zip]

Dear [Landlord's Name],

I hope this letter finds you well. As per our recent discussions, I would like to formally address the adjustments pertaining to the lease agreement dated [insert lease start date] for the property located at [insert property address].

After reviewing the terms and current market conditions, I propose the following adjustments for our mutual reconciliation:

- Current Rent: [Insert current rent]
- Proposed Adjusted Rent: [Insert proposed adjusted rent]
- Effective Date of Adjustment: [Insert effective date]

I believe these adjustments will benefit both parties and reflect the current market conditions accurately. I would appreciate it if we could discuss this matter further and come to an agreeable decision.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]