

Cost Adjustment Notification

Date: [Insert Date]

To: [Leaseholder's Name]

[Leaseholder's Address]

Dear [Leaseholder's Name],

We hope this message finds you well. We are writing to inform you of a recent adjustment in the costs associated with your lease of the property located at [Property Address].

As of [Effective Date], the following adjustments will take effect:

- Current Monthly Rent: \$[Current Rent]
- Adjusted Monthly Rent: \$[Adjusted Rent]
- Reason for Adjustment: [Brief Explanation of the Reason]

We understand that changes in costs can raise concerns, and we are here to assist you with any questions or clarifications you may have regarding this adjustment.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]