

# 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 dated [Original Lease Date] for the property located at [Property Address]. The details of the amendment are as follows:

## Amendment Details

- **Effective Date:** [Effective Date of Amendment]
- **Change to Rent Amount:** [Old Rent Amount] to [New Rent Amount]
- **Lease Duration:** [New Lease Duration]
- **Other Changes:** [List any other changes]

Please indicate your acceptance of this amendment by signing and returning the attached copy of this letter by [Response Due Date].

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]

Attachment: Lease Amendment Acceptance Form