

Notification of Rental Policy Amendment

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you about an amendment to our rental policy that will take effect on [Insert Effective Date].

Summary of Changes:

- [Change 1: Description]
- [Change 2: Description]
- [Change 3: Description]

These changes have been made to [reason for changes]. We encourage you to review the updated policy, which is attached for your reference.

If you have any questions or concerns regarding this amendment, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]