

# Update on Lease Terms

Dear [Tenant's Name],

I hope this message finds you well. We are writing to inform you of some important updates regarding your lease terms for the property located at [property address].

Effective [date], the following changes will be made to your lease agreement:

- Rent will be adjusted to [new rent amount].
- The lease term will be extended/shortened to [new lease duration].
- [Any additional changes or notes].

Please feel free to reach out if you have any questions or need further clarification regarding these updates. We appreciate your understanding and cooperation.

Thank you for being a valued tenant.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]