

# Notice of Modified Rental Policy

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of some important changes to our rental policies that will take effect on [Effective Date].

## Summary of Changes:

- Change 1: [Brief description of change]
- Change 2: [Brief description of change]
- Change 3: [Brief description of change]

We encourage you to review the updated policy document attached to this letter. If you have any questions or concerns, please feel free to reach out to our office at [Contact Information].

Thank you for your attention to this matter and for being a valued tenant.

Sincerely,

[Your Name]

[Your Title]

[Company Name]