

Revised Rental Agreement Guidelines

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of the revised guidelines concerning our rental agreement. Please find the updated terms summarized below:

1. Rental Amount

The monthly rent will now be [Insert Amount] payable on the 1st of each month.

2. Security Deposit

The security deposit will be [Insert Amount] and should be paid prior to moving in.

3. Lease Duration

The lease will be for a period of [Insert Duration], starting from [Insert Start Date].

4. Maintenance Responsibilities

The tenant will be responsible for keeping the premises clean and reporting any maintenance issues within [Insert Time Frame].

5. Termination Notice

Either party must provide a written notice of [Insert Duration] to terminate the lease.

Please review the guidelines above and do not hesitate to reach out if you have any questions or need further clarifications. Your cooperation is greatly appreciated as we work together to ensure a smooth tenancy.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]