

Notice of Revision to Property Management Service Terms

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of a revision to the terms and conditions of our property management services. This revision is part of our commitment to maintaining transparency and ensuring clarity in our partnership.

Effective [Insert Effective Date], the following changes will be implemented:

- Changes to service fees for [specific services].
- Updated responsibilities regarding property maintenance and management.
- Modification of notice periods for service cancellations.

We encourage you to review the updated terms, which are attached to this letter. Should you have any questions or require further clarification, feel free to reach out to us at [Insert Contact Information].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]