

# Letter of Update to Property Management Agreement

Date: [Insert Date]

[Property Manager's Name]  
[Property Management Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Property Manager's Name],

We hope this message finds you well. We are writing to formally inform you about updates to the conditions of our Property Management Agreement dated [Insert Original Agreement Date].

## Summary of Updates:

- **Section 3:** Modifications to management fees to reflect current market rates.
- **Section 5:** Updates to maintenance response times to enhance tenant satisfaction.
- **Section 8:** Inclusion of new reporting requirements for property performance.

These updates will take effect on [Effective Date]. Please review the modified sections carefully and feel free to reach out with any questions or concerns.

Thank you for your continued cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]