

Lease Adjustment Announcement

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to your lease agreement for the property located at [Property Address].

Effective [Effective Date], the new terms of your lease will include:

- Adjusted Rent Amount: \$[New Rent Amount]
- Duration of Lease: [New Lease Duration]
- Any Additional Changes: [Details of Additional Changes]

We appreciate your understanding and cooperation regarding this adjustment. If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information].

Thank you for being a valued tenant.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]