

# Annual Rent Review Payment Reminder

Date: [Insert Date]

Dear [Tenant's Name],

This is a friendly reminder regarding the upcoming annual rent review for the property located at [Property Address]. As per our agreement, the annual rent review will be conducted on [Review Date].

The new rental amount will reflect the updated market rates and will take effect on [Effective Date]. Please ensure that payment of the adjusted rent is made by the due date to avoid any late fees.

If you have any questions or wish to discuss the renewal terms, please feel free to reach out to me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]