

Rental Terms Revision Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

I hope this letter finds you well. This is to inform you that we will be revising the terms of your current rental agreement for the property located at [Property Address]. The following changes will take effect starting [Effective Date]:

- **Monthly Rent:** [New Monthly Rent Amount]
- **Security Deposit:** [New Security Deposit Amount]
- **Lease Duration:** [New Lease Duration]
- **Utilities:** [Changes in Utility Responsibilities]

Please review the changes and let us know if you have any questions or concerns. We appreciate your understanding and cooperation in this matter.

Thank you for being a valued tenant.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]