

Lease Addendum for Utility Cost Adjustments

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

From: [Landlord's Name]

Address: [Landlord's Address]

Subject: Lease Addendum for Utility Cost Adjustments

Dear [Tenant's Name],

This letter serves as a formal addendum to the lease agreement dated [Lease Date] between [Landlord's Name] and [Tenant's Name] for the property located at [Property Address].

As discussed, effective [Effective Date], the following adjustments will be made regarding the utility costs:

- Utility Type: [e.g., Electricity, Water, etc.]
- Previous Rate: \$[Previous Rate]
- New Rate: \$[New Rate]
- Effective Duration: From [Start Date] to [End Date]

Please sign and return a copy of this addendum to acknowledge your acceptance of the changes outlined above.

Sincerely,

[Landlord's Name]

[Landlord's Contact Information]

Agreement

[Tenant's Name] - Signature

Date: _____