

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of an important update to our rental policies that will affect your tenancy at [Property Address].

Effective [Effective Date], the following changes will be implemented:

- [Policy Update 1]
- [Policy Update 2]
- [Policy Update 3]

Please take the time to review these updates and feel free to reach out if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]