

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

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

Originally scheduled to begin on [Original Start Date], your lease will now commence on [Adjusted Start Date]. This change is due to [brief explanation of reason, if applicable].

Please review the changes and feel free to reach out if you have any questions or concerns.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]