

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Address of Rental Unit]

Dear [Tenant Name],

This letter is to formally notify you that your monthly rent will be decreased due to your requested financial hardship assistance. We understand that you are currently facing economic challenges and have approved a temporary reduction in your rent payments.

Revised Rent Details:

- **Current Monthly Rent:** \$[Amount]
- **New Monthly Rent:** \$[Amount]
- **Effective Date:** [Start Date]
- **End Date of Reduction:** [End Date/Until Further Notice]

Please note that all other terms and conditions of your original lease agreement remain in full effect. On [Date], the rent will return to the original amount of \$[Amount] unless a further extension is agreed upon in writing.

We hope this assistance provides some relief during this period. Please sign and return a copy of this notice to acknowledge your agreement to these temporary terms.

Sincerely,

[Landlord or Property Manager Name]

[Phone Number]

[Email Address]

Tenant Acknowledgment:

I/We agree to the temporary rent decrease as outlined above.

Signature: _____ Date: _____