

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]
[City, State, Zip Code]

RE: Notice of Rent Decrease

Dear [Tenant Name],

I am writing to inform you of a reduction in your monthly rent for the property located at [Property Address].

After reviewing current market conditions and local rental rates, I have decided to adjust your rent downward to ensure it remains competitive and fair. Effective [Date], your new monthly rent will be \$[New Amount].

All other terms and conditions of your existing lease agreement dated [Original Lease Date] shall remain in full force and effect.

Please update your payment records accordingly starting with the payment due on [Date]. If you have set up automatic payments through a bank or online portal, please remember to adjust the amount manually.

Thank you for being a valued tenant. If you have any questions regarding this change, please feel free to contact me at [Phone Number] or [Email].

Sincerely,

[Landlord Signature]

[Landlord Printed Name]