

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Notice of Rent Decrease for Advance Rent Payment

Dear [Tenant Name],

This letter is to formally notify you of a reduction in your monthly rent for the property located at [Property Address].

In appreciation of your commitment to pay your rent in advance for the period of [Start Date] to [End Date], we have applied a discount to your standard rental rate.

Rent Adjustment Details:

- Current Monthly Rent: \$[Amount]
- Discounted Monthly Rent: \$[Amount]
- Total Advance Payment Due: \$[Total Amount]
- Effective Date: [Date]

Please ensure that the total advance payment of \$[Total Amount] is received by [Due Date] to lock in this discounted rate. After the advance period ends, the rent will revert to the standard rate of \$[Amount] unless a new agreement is reached.

All other terms and conditions of your original lease agreement remain in full force and effect.

Thank you for being a valued tenant. If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]