

[Date]

[Tenant Name]

[Unit Number/Address]

[City, State, Zip Code]

RE: Notice of Rent Decrease - Affordable Housing Adjustment

Dear [Tenant Name],

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

Based on a recent review of affordable housing guidelines, Median Family Income (MFI) limits, or subsidy adjustments, your rent contribution has been recalculated. As a result, your rent will be adjusted as follows:

- **Current Monthly Rent:** \$[Old Amount]
- **New Monthly Rent:** \$[New Amount]
- **Effective Date:** [Date]

Starting on [Date], please ensure that your payments reflect the new amount listed above. All other terms and conditions of your existing lease agreement remain in full force and effect.

If you have any questions regarding this adjustment or the documentation used for this calculation, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Property Manager Name]

[Property Management Company/Housing Authority]