

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

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

**RE: Notice of Rent Decrease for Lease Renewal**

Dear [Tenant Name],

We are writing to inform you that your current lease agreement for the property located at [Property Address] is set to expire on [Lease End Date].

We value your tenancy and would like to offer you a renewal of your lease. As a gesture of appreciation and in consideration of current market conditions, we are pleased to inform you that your monthly rent will be decreased for the upcoming term.

Starting on [New Lease Start Date], your new monthly rent amount will be \$[New Rent Amount]. This is a decrease from your previous rate of \$[Old Rent Amount].

All other terms and conditions of your original lease agreement will remain in effect. If you wish to accept this renewal offer, please sign the attached lease amendment and return it to us by [Deadline Date].

If you have any questions regarding this change or your renewal, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Landlord Signature]

[Landlord Printed Name]