

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

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

Dear [Tenant Name],

I am writing to you today to express my sincere appreciation for your continued residency at [Property Address]. Your reliability and care for the property over the past [Number] years have made you an exceptional tenant.

As a gesture of gratitude for your long-term loyalty and for consistently being a valued member of this community, I have decided to decrease your monthly rent.

Effective [Date], your new monthly rent will be \$[New Amount]. This is a reduction from your current rate of \$[Old Amount].

All other terms and conditions of your existing lease agreement will remain in full force and effect. This change will be applied automatically to your next payment cycle.

Thank you again for choosing to make your home here. I look forward to your continued tenancy.

Sincerely,

[Landlord Signature]
[Landlord Printed Name]