

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

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

**RE: Notice of Rent Decrease due to Reduction in Leased Space**

Dear [Tenant Name],

This letter serves as formal notice regarding a change to your lease agreement dated [Original Lease Start Date] for the property located at [Property Address].

Due to the reduction of your leased square footage/space, specifically the removal of [Description of Space Removed, e.g., Suite B or the Storage Unit], your monthly rent will be adjusted accordingly.

Effective as of [Effective Date], your new monthly rent amount will be \$[New Rent Amount].

Please note the following details regarding this adjustment:

- Current Rent: \$[Old Rent Amount]
- Rent Decrease Amount: \$[Difference Amount]
- New Monthly Rent: \$[New Rent Amount]

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

Please sign and return a copy of this notice to acknowledge your agreement to the updated rent amount and space dimensions.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]

---

**Tenant Acknowledgment:**

I, [Tenant Name], acknowledge and agree to the reduction in leased space and the new rent amount of \$[New Rent Amount] effective [Effective Date].

Signature: \_\_\_\_\_ Date: \_\_\_\_\_