

[Landlord/Property Manager Name]
[Address]
[City, State, Zip Code]
[Date]

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

Subject: Notice of Rent Decrease

Dear [Tenant Name],

This letter is to formally notify you that your request for a rent reduction for the property located at [Property Address] has been reviewed and approved.

Effective as of [Start Date], your monthly rent will be decreased from \$[Current Rent Amount] to \$[New Rent Amount].

This adjustment is being made due to [Reason, e.g., market conditions, changes in amenities, or specific agreement]. All other terms and conditions of your existing lease agreement dated [Original Lease Date] shall remain in full force and effect.

Please update your payments starting [Next Payment Due Date] to reflect this new amount.

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

Sincerely,

[Signature]

[Printed Name]