

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Address of Rental Unit]

Dear [Tenant Name],

This letter is to formally notify you that the monthly rent for the property located at the address above will be decreased.

Effective **[Date Decrease Begins]**, your new monthly rent amount will be **[\$New Rent Amount]**. This is a reduction from your current rent of **[\$Current Rent Amount]**.

All other terms and conditions of your existing lease agreement dated [Lease Start Date] remain in full force and effect.

Please update your payment records accordingly. If you have set up automatic payments or bank transfers, please ensure you adjust the amount before the effective date.

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

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]