

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]

RE: Notice of Temporary Rent Decrease due to Construction

Dear [Tenant Name],

This letter is to formally notify you of upcoming construction and maintenance work scheduled to take place at [Property Name/Address]. The work is expected to begin on [Start Date] and is estimated to be completed by [End Date].

We recognize that the noise, dust, and limited access to certain amenities (such as [List Amenities, e.g., the balcony, parking, or gym]) may cause an inconvenience. As a gesture of our appreciation for your patience and cooperation during this period, we are implementing a temporary rent decrease.

Rent Adjustment Details:

- **Current Monthly Rent:** \$[Amount]
- **Monthly Discount Amount:** \$[Amount]
- **Adjusted Monthly Rent:** \$[Amount]
- **Effective Period:** From [Start Date] to [End Date]

Please note that your rent will automatically revert to the original amount of \$[Original Amount] on [Date], or once the construction is finalized and full access to the premises is restored. We will provide a follow-up notice to confirm the end of the discount period.

We apologize for any disruption this may cause and thank you for your continued residency.

Sincerely,

[Your Name/Property Manager Name]
[Property Management Company]
[Phone Number]
[Email Address]