

Date: [Insert Date]

[Landlord/Property Manager Name]

[Property Management Company]

[Address]

Re: Prorated Rent Adjustment for [Rental Property Address]

Dear [Landlord/Property Manager Name],

I am writing regarding the change in my move-in date for the property located at [Rental Property Address]. As previously agreed, my move-in date has been delayed from [Original Move-in Date] to [New Move-in Date].

Due to this [Number of Days] day delay, I am requesting an adjustment to my first month's rent. Based on our lease agreement of \$[Monthly Rent Amount] per month, I have calculated the prorated amount as follows:

- Monthly Rent: \$[Amount]
- Daily Rate: \$[Amount]
- Number of Days Occupied: [Number]
- **Total Prorated Rent Due: \$[Amount]**

Please confirm that this calculation is correct and update my account balance accordingly. I will submit the adjusted payment by [Payment Due Date].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]