

Date: [Date]

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

Dear [Tenant Name],

Welcome to your new home at [Property Address].

As your lease is scheduled to commence mid-month on [Lease Start Date], your rent for the first month will be prorated. This ensures you are only charged for the days you have possession of the property during the initial month.

**Proration Calculation:**

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

Please submit the prorated amount of \$[Amount] by [Due Date]. Standard monthly rent payments in the amount of \$[Full Rent Amount] will commence on [Date of First Full Payment].

If you have any questions regarding this calculation, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]  
[Company Name]