

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

[Tenant Name]
[Unit Number]
[Property Address]
[City, State, Zip Code]

RE: Notice of Prorated Rent and Move-In Concession

Dear [Tenant Name],

Welcome to your new home! This letter serves as a formal breakdown of your initial rent payment, accounting for your move-in date and the agreed-upon move-in concession.

Your lease begins on **[Lease Start Date]**. Based on this date, your financial obligations for the first month are as follows:

- **Full Monthly Rent:** \$[Amount]
- **Prorated Rent Amount:** \$[Amount] (For the period of [Date] to [Date])
- **Move-In Concession (Credit):** - \$[Amount]
- **Total Amount Due for First Month:** \$[Total Amount]

Please ensure that the total amount of **[\$Total Amount]** is paid by **[Due Date]** via **[Payment Method]**.

Starting on **[Date of First Full Month]**, your regular monthly rent of **[\$Full Monthly Rent Amount]** will be due on the **[Day]** of each month as per your lease agreement.

If you have any questions regarding these calculations, please contact the leasing office at **[Phone Number]** or **[Email Address]**.

Sincerely,

[Property Manager Name]
[Property Management Company]