

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Notice of Prorated Rent Adjustment

Dear [Tenant Name],

This letter is to inform you of the prorated rent amount due for the period of [Start Date] to [End Date].

As per your [Lease Agreement / Move-in Date / Move-out Date], your rent has been adjusted based on the following calculation:

- **Full Monthly Rent:** \$[Amount]
- **Total Days in Month:** [Number of Days]
- **Daily Rent Rate:** \$[Amount]
- **Number of Days Occupied:** [Number of Days]

Total Prorated Rent Due: \$[Total Amount]

Please ensure that this payment is made by [Due Date] via [Payment Method]. Normal monthly rent charges of \$[Full Amount] will resume on [Date of First Full Month].

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

Sincerely,

[Your Signature]
[Your Printed Name]