

Date: [Date]

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

Subject: Prorated Rent Calculation for [Property Name/Address]

Dear [Tenant Name],

Welcome to your new home! As your lease begins on [Move-in Date], which is mid-way through the standard billing cycle, your first month's rent has been prorated. This ensures you only pay for the days you occupy the unit.

The calculation for your prorated rent is as follows:

- **Full Monthly Rent:** \$[Amount]
- **Number of Days in [Month]:** [Total Days in Month]
- **Daily Rental Rate:** \$[Daily Rate] (Monthly Rent / Total Days)
- **Days of Occupancy:** [Number of Days] (From [Move-in Date] to [End of Month])

Total Prorated Rent Due: \$[Total Amount]

Please include this amount with your security deposit and any other move-in fees. Total payment is due by [Due Date] via [Payment Method].

Standard monthly rent in the amount of \$[Full Rent Amount] will resume on [Date of First Full Month].

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

Sincerely,

[Landlord/Manager Name]
[Property Management Company]