

[Date]

[Tenant Name]

[Unit Number]

[Property Address]

Subject: Notice of Planned Unit Upgrades and Rent Adjustment

Dear [Tenant Name],

We are writing to inform you that we will be performing significant upgrades to your rental unit located at [Unit Number]. Our goal is to enhance the quality and comfort of your living space.

Planned Improvements:

- [Upgrade 1: e.g., New kitchen appliances]
- [Upgrade 2: e.g., Hardwood flooring installation]
- [Upgrade 3: e.g., Modernized bathroom fixtures]

Construction Schedule:

The work is scheduled to begin on [Start Date] and is expected to be completed by [Completion Date]. Our team will coordinate with you regarding access to the unit during these times.

Rent Adjustment:

Due to the increased value and improved amenities provided by these upgrades, your monthly rent will be adjusted. Effective [Effective Date], your new monthly rent will be \$[New Rent Amount].

All other terms and conditions of your existing lease agreement will remain in effect. If you have any questions regarding the construction schedule or the new rent rate, please contact our office at [Phone Number] or [Email Address].

Thank you for your cooperation as we improve your home.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord Name]