

Date: [Date]

Tenant Name(s): [Tenant Names]

Property Address: [Full Address and Unit Number]

Dear [Tenant Name],

This letter serves as formal notice regarding an adjustment to your monthly rent due to changes in shared utility costs. As outlined in your lease agreement under the shared utility policy, rent may be adjusted to reflect the actual costs of [list utilities, e.g., water, gas, electricity].

Due to a [percentage/amount] increase in utility rates and usage for the building, your monthly rent will be increased as follows:

- **Current Rent:** \$[Amount]
- **Utility Adjustment Amount:** \$[Amount]
- **New Total Monthly Rent:** \$[Amount]

This change will take effect on **[Date - typically 30 or 60 days from notice]**. All other terms and conditions of your original lease agreement remain in full force and effect.

Please update your payments (including any automatic bank transfers) to reflect the new amount starting on the effective date mentioned above.

If you have any questions regarding these adjustments or would like to review the utility billing statements for the building, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Contact Information]