

[Date]

[Tenant Name]

[Store Name/Suite Number]

[Property Address]

Re: Notice of Rent Adjustment - Property Tax Assessment Increase

Dear [Tenant Name],

This letter serves as formal notice regarding an adjustment to your monthly rent/additional rent obligations as specified in your lease agreement dated [Lease Start Date].

Following a recent property tax assessment by the local taxing authority, the real estate taxes for [Property Name/Address] have increased for the upcoming tax year. According to Section [Insert Section Number] of your lease, the tenant is responsible for their proportionate share of increases in operating expenses and property taxes.

The details of the adjustment are as follows:

- **Previous Annual Tax Amount:** \$[Amount]
- **New Annual Tax Amount:** \$[Amount]
- **Total Increase:** \$[Amount]
- **Tenant's Proportionate Share (%):** [Percentage]%
- **Monthly Increase Amount:** \$[Amount]

Beginning on [Effective Date], your new total monthly payment will be \$[New Total Amount]. Please update your records and payment systems accordingly.

A copy of the updated tax assessment from the [Taxing Authority Name] is available upon request for your records. If you have any questions regarding this adjustment, please contact the management office at [Phone Number] or [Email Address].

Thank you for your continued tenancy.

Sincerely,

[Your Name/Landlord Name]

[Property Management Company Name]