

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Tenant Address: [Insert Tenant Address]

RE: Amendment to Monthly Parking Space Lease Agreement

Dear [Insert Tenant Name],

This letter serves as an official amendment to the Parking Space Lease Agreement dated [Insert Original Lease Date] regarding the parking space located at [Insert Parking Space Number/Location Description].

Effective as of [Insert Effective Date of Change], the following terms of your lease will be amended:

- **Monthly Rent:** The monthly parking fee will change from \$[Old Amount] to \$[New Amount].
- **Other Changes:** [Insert any other changes, such as space number changes or rule updates, or type "N/A"].

All other terms and conditions of the original Lease Agreement remain in full force and effect.

Please sign and return a copy of this letter to acknowledge your agreement to these changes. If you have any questions, please contact [Insert Contact Name] at [Insert Phone/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

Acknowledgment

I, [Insert Tenant Name], hereby agree to the amendments stated above.

Tenant Signature

Date: _____