

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Clarification of Rental Agreement Terms

I hope this message finds you well. I am writing to clarify certain terms in our rental agreement dated [Date of Agreement].

1. ****Rental Amount****:

- The agreed-upon rent is [Amount] due on the [Due Date] of each month.

2. ****Lease Duration****:

- The lease term is [Start Date] to [End Date], with an option to renew upon mutual agreement.

3. ****Security Deposit****:

- A security deposit of [Amount] was received on [Date], which will be handled as per the rental agreement stipulations.

4. ****Maintenance Responsibilities****:

- As per Section [X] of the agreement, maintenance responsibilities include [List Specific Responsibilities].

5. ****Notice Period****:

- Please be reminded that a [Number of Days] notice is required for termination or renewal.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to these matters.

Sincerely,

[Your Name]
[Your Title] (if applicable)
[Your Company Name] (if applicable)