[DATE]

[TENANT NAME]  
[ADDRESS]  
[ADDRESS]

Dear [TENANT]

As you are aware your NRAS rental home has recently been valued in accordance with the NRAS guidelines, with the new rental valuation amount of [MARKET RENT] per week. As a result of this, the rent you are paying will be set at 80% of this amount, [RENT] per week, effective [DATE VAL DUE].

Any rental monies received after [DATE VAL DUE] will be calculated at the new rent amount and any overpayments will be processed as rent paid in advance.

If you have any questions regarding this, please do not hesitate to contact us.

Yours Sincerely,

[PROPERTY MANAGER]