

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Unit Number and Street Address]

Subject: Notification of Deferred Capital Improvements

Dear [Tenant Name],

This letter is to formally notify you that Management has decided to defer several planned capital improvements and non-essential upgrades to the property located at [Property Address].

The items being deferred include, but are not limited to:

- [Item 1: e.g., Common area carpet replacement]
- [Item 2: e.g., Exterior repainting]
- [Item 3: e.g., Landscaping overhaul]

This decision has been made due to current local rent control ordinances and statutory limitations on rent adjustments. Because these regulations limit the ability to recover the rising costs of labor, materials, and financing associated with major capital projects, the budget for elective improvements has been reallocated.

Please be assured that this deferment applies only to elective upgrades and aesthetic improvements. Management will continue to perform all necessary repairs and maintenance required by law to ensure the property remains in a habitable, safe, and functional condition.

We appreciate your understanding regarding this adjustment to our improvement schedule. If you have any questions regarding a specific maintenance request, please contact [Contact Name/Office] at [Phone Number/Email].

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]