

[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],

I hope this message finds you well. This letter serves to inform you of a rent increase for your unit located at [Property Address]. Effective [Date], your monthly rent will increase from [Current Rent Amount] to [New Rent Amount].

This decision was made after careful consideration of current market conditions and property maintenance costs.

Please feel free to reach out if you have any questions or concerns regarding this change.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]