

[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. I want to take a moment to express my appreciation for having you as a tenant. Your cooperation and timely payments have been greatly valued.

As you may be aware, due to [reason for rent adjustment, e.g., increased property taxes, rising maintenance costs], I must adjust the rent for your unit. Effective [new rent start date], the rent will increase to [new rent amount].

I understand that any increase can be an adjustment, and I want to assure you that this decision was made after careful consideration. If you have any questions or would like to discuss this change, please don't hesitate to reach out.

Thank you for your understanding and continued cooperation.

Warm regards,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]