

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

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

Dear [Recipient's Name],

Subject: Notice of Rent Increase

I hope this message finds you well. I am writing to inform you about an adjustment to the rent for the property located at [Property Address], effective [Effective Date].

After careful consideration, it has become necessary to implement a rent increase due to [reasons for the increase, e.g., rising maintenance costs, increased property taxes, market rate adjustments, etc.]. The new monthly rent will be [New Rent Amount], which reflects an increase of [Amount of Increase] from the current rent of [Current Rent Amount].

We understand that any increase in rent can be concerning, and we want to assure you that we have made every effort to keep this adjustment to a minimum while still maintaining the quality of the property and the services provided.

Please feel free to reach out if you have any questions or would like to discuss this further. We value you as a tenant and appreciate your understanding in this matter.

Thank you for your continued residency at [Property Address].

Sincerely,

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