

[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],

Subject: Notification of Rent Increase

I hope this message finds you well.

I am writing to inform you of an upcoming increase in the rent for your unit located at [Property Address]. This adjustment will take effect on [Effective Date] as per the terms of the lease agreement.

Current Rent: \$[Current Rent Amount]

New Rent: \$[New Rent Amount]

The reason for this increase is [briefly explain reasons, e.g., increased property maintenance costs, market rate adjustments, etc.].

Please feel free to reach out if you would like to discuss this change. I appreciate your understanding and cooperation.

Thank you for being a valued tenant.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title (if applicable)]