

[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 am writing to formally notify you of my request to increase the rent for the property located at [Property Address].

As per [lease agreement/notice period], the proposed new rent amount will be [new amount] effective from [effective date]. This adjustment is being made due to [brief explanation of reasons, e.g., increased property taxes, maintenance costs, market rates].

Please feel free to reach out if you have any questions or would like to discuss this matter further. Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Contact Information]