

[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 being a valued tenant and for taking care of the property over the past [duration of tenancy].

I am writing to inform you that, due to [reasons for rent increase, e.g., rising maintenance costs, market rates], I will need to implement a rent increase. Starting [effective date], the new monthly rent will be [new rent amount]. This adjustment reflects the current rental market and is necessary to maintain the property and provide you with quality living conditions.

I understand that any increase in rent can be concerning, and I want to assure you that this decision was made after careful consideration.

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 continued residency.

Warm regards,

[Your Name]
[Your Title, if applicable]
[Your Signature, if sending a hard copy]