

[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: Notice of Rent Increase

I hope this message finds you well. I am writing to inform you of an upcoming increase in your monthly rent for the property located at [Property Address].

Effective [Effective Date], the new rent will be [New Rent Amount] per month. This adjustment is necessary due to [brief reason for the increase, e.g., rising maintenance costs, improvements made to the property, etc.].

We greatly appreciate you as a tenant and hope this change will be manageable for you. If you have any questions or wish to discuss this matter, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

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