

[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 inform you of a rent increase for your unit located at [Property Address].

Effective [Effective Date], your monthly rent will increase from [Current Rent Amount] to [New Rent Amount]. This adjustment is necessary due to [brief explanation of reasons for the increase, e.g., increased property taxes, maintenance costs, market rates].

Please feel free to reach out if you have any questions or concerns regarding this change.

Thank you for your understanding and for being a valued tenant.

Sincerely,

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