

[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 letter finds you well. I am writing to inform you that there will be a rent increase for your unit at [Property Address]. Effective [Effective Date], the monthly rent will change from [Current Rent Amount] to [New Rent Amount].

This decision was made after careful consideration of the current market conditions and the costs associated with maintaining the property. Please feel free to reach out if you have any questions or concerns regarding this increase. Thank you for your understanding.

Sincerely,

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