

[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 an upcoming change regarding your lease at [Property Address]. Beginning on [Effective Date], the monthly rent will increase from [Current Rent Amount] to [New Rent Amount].

This decision was not made lightly, and it reflects [brief reason for the increase, e.g., increased property taxes, rising maintenance costs, market adjustments, etc.]. I value you as a tenant and appreciate your cooperation and understanding in this matter.

If you have any questions or concerns about this increase, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Relation to Property, if applicable]