

[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: Notification of Rent Increase

I hope this letter finds you well.

I am writing to inform you that, effective [date], the monthly rent for your unit will increase from [current rent amount] to [new rent amount]. This adjustment is necessary due to [reason for the increase, e.g., increased property taxes, maintenance costs, etc.].

Your new rent amount will take effect on your next billing cycle, and I appreciate your understanding of this change.

If you have any questions or concerns regarding this adjustment, please do not hesitate to reach out.

Thank you for your continued residency.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Signature (if sending a hard copy)]