

[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 letter finds you well. I am writing to formally notify you of an upcoming increase in your monthly rent for the property located at [Property Address].

Effective [Effective Date], your new monthly rent will be [New Rent Amount]. This adjustment is necessary due to [brief reason for rent increase, e.g., rising property costs, maintenance improvements, etc.]. Please ensure that the new rent amount is reflected in your payments starting from the above-mentioned date.

If you have any questions or would like to discuss this further, feel free to reach out to me at [Your Phone Number] or [Your Email Address]. Thank you for your understanding, and for being a valued tenant.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Management Company Name, if applicable]