

[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: Rent Increase Notification

I hope this message finds you well. This letter serves as formal notification of a rent increase for your unit located at [Property Address].

Effective [Date of Increase], the monthly rent will be adjusted to [New Rent Amount]. This increase will be in accordance with the terms of your lease agreement, which states that rental rates may be reviewed and adjusted periodically.

We appreciate your tenancy and want to ensure you are informed about this change well in advance as required by [State/Local Law]. If you have any questions or would like to discuss this change, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

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