

[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 of an upcoming adjustment to the rental rate for your dwelling located at [Property Address].

After careful consideration and in accordance with [state/local laws or lease agreement terms], the monthly rent will increase from [current rent amount] to [new rent amount], effective [date rent increase takes effect]. This increase has been necessitated by [reason for the increase, e.g., rising maintenance costs, property improvements, etc.].

I appreciate the care and respect you have shown for the property during your tenancy. Your commitment as a tenant is valued, and I am happy to discuss any questions or concerns you may have regarding this change.

Thank you for your understanding.

Sincerely,

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