

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Leaseholder's Name]
[Leaseholder's Address]
[City, State, ZIP Code]

Dear [Leaseholder's Name],

Subject: Notice of Rent Increase

I hope this letter finds you well. I am writing to formally notify you that the rent for your unit at [Property Address] will be increased effective [Effective Date].

The new monthly rent will be [New Rent Amount], which reflects an increase of [Amount of Increase] from your current rent of [Current Rent Amount]. This adjustment is necessary to account for [brief reason for increase, e.g., rising maintenance costs, market adjustments, etc.].

Please review the new rent terms, and feel free to reach out if you have any questions or wish to discuss this further.

Thank you for your understanding and cooperation.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title, if applicable]

[Property Management Company Name, if applicable]

[Contact Information]