

[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 message finds you well. I am writing to inform you that effective [Effective Date], the monthly rent for your unit will increase to [New Rent Amount].

This adjustment reflects [reason for the increase, e.g., market changes, property maintenance].

Please feel free to reach out if you have any questions or concerns.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]