

[Your Name]
[Your Title/Position]
[Property Management Company Name]
[Property 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

We hope this message finds you well. We would like to take this opportunity to thank you for being a valued tenant at [Property Address]. Due to [reason for rent increase, e.g., increased property maintenance costs, market adjustments, etc.], we regret to inform you that we will be increasing your monthly rent. Effective [date of rent increase], your new monthly rent will be [New Rent Amount].

We understand that changes in rent can be a concern, and we assure you that this adjustment reflects our commitment to maintaining the quality of the property and providing excellent service to our residents. Please feel free to reach out if you have any questions or if you would like to discuss this matter further. We appreciate your understanding and continued residency.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Property Management Company Name]