

[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 formally notify you of an upcoming increase in the rent for the property located at [Property Address].

Effective [Effective Date], the monthly rent will increase from [Current Rent Amount] to [New Rent Amount]. This decision has been made after careful consideration and is necessary due to [brief explanation, e.g., increased property maintenance costs, market rate adjustments, etc.]. Please feel free to reach out if you have any questions or would like to discuss this matter further.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]
[Your Company Name (if applicable)]