

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

[Tenant's Name]
[Property Address]
[City, State, Zip Code]

Dear [Tenant's Name],

I hope this letter finds you well! I want to take a moment to express my appreciation for being such a wonderful tenant in our property. Your commitment to maintaining the space and being a responsible member of our community has not gone unnoticed.

As you may be aware, there have been recent changes in the local rental market, as well as increases in property management costs. After careful consideration, I have decided to implement a rent adjustment. Effective [effective date], the monthly rent will be increased to [new rent amount]. This decision was not made lightly, and I appreciate your understanding as we navigate these changes together.

I want to assure you that I remain committed to providing you with a comfortable and caring living environment. If you have any questions or concerns about this adjustment, please feel free to reach out to me directly.

Thank you for your understanding, and I truly value your tenancy.

Warm regards,

[Your Name]
[Your Title/Relationship to Property]
[Your Contact Information]