

[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],

Subject: Notice of Rent Increase

I hope this letter finds you well. This notice is to formally inform you of an upcoming change in your rent amount.

Effective [Effective Date of Rent Increase], your monthly rent will be increased from [Current Rent Amount] to [New Rent Amount]. This adjustment reflects [brief reason for rent increase, e.g., rising maintenance costs, market adjustments, etc.].

Please be aware that this increase adheres to the legal guidelines set forth in our lease agreement and applicable laws. If you have any questions or would like to discuss this matter further, feel free to reach out to me at [your phone number] or [your email address].

Thank you for your understanding, and we appreciate having you as a tenant.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Signature, if sending a hard copy]