

[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 want to take a moment to express my appreciation for you being a valued tenant at [Property Address].

As you know, maintaining the property and ensuring the comfort of our tenants is very important to me. Due to [brief reason for the increase, e.g., rising maintenance costs, property taxes, or market rates], I find it necessary to adjust the rent for your unit.

Starting [Effective Date], the new monthly rent will be [New Rent Amount]. This change reflects the current market conditions and necessary adjustments for property upkeep.

I understand that this may come as an adjustment, and I am here to discuss any concerns you may have. I appreciate your understanding in this matter and hope to continue our positive landlord-tenant relationship.

Thank you for your attention to this notice, and please feel free to reach out to me with any questions or concerns.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Organization, if applicable]