

[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 am writing to inform you of an upcoming change to your lease agreement. After careful consideration, it has become necessary to adjust the rent for your unit located at [Property Address].

Effective [Effective Date], the monthly rent will increase from [Current Rent Amount] to [New Rent Amount]. This change reflects [briefly explain reason for increase, e.g., increased property taxes, maintenance costs, market adjustments].

We appreciate your tenancy and want to ensure that the transition is as smooth as possible. If you have any questions or would like to discuss this matter further, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Company Name, if applicable]