

[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 rental agreement for the property located at [Property Address].

As of [Effective Date], there will be an increase in your monthly rent from [Current Rent Amount] to [New Rent Amount]. This adjustment is necessary due to [brief reason for the increase, e.g., rising property management costs, increased taxes, market rates].

We value you as a tenant and want to ensure you continue to enjoy living in the property. Should you have any questions or wish to discuss this further, please feel free to reach out to me directly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title, if applicable]