

[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 regarding the rent for your residence located at [Property Address].

As of [Effective Date], the monthly rent will increase from [Current Rent Amount] to [New Rent Amount]. This adjustment is necessary due to [reason for rent increase, e.g., increased maintenance costs, property taxes, market adjustments, etc.].

Please note that this change is in accordance with the terms outlined in your lease agreement and follows the necessary notice periods stipulated by law.

If you have any questions or would like to discuss this matter further, please feel free to reach out to me. Thank you for your understanding, and I appreciate your continued residency.

Sincerely,

[Your Name]

[Your Title/Relationship to Property, if applicable]