

[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 message finds you well. I am writing to inform you that, effective [Date of Rent Increase], your monthly rent will increase from [Current Rent Amount] to [New Rent Amount]. This adjustment reflects [brief explanation of reason for increase, e.g., increased property maintenance costs, market rate adjustments, etc.].

This change is in accordance with the terms of your lease agreement and local rental laws. If you have any questions or concerns regarding this increase, please feel free to reach out to me directly.

Thank you for your understanding and for being a valued tenant.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title, if applicable]  
[Property Management Company, if applicable]