

[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 about a change to your rental agreement.

Effective [Effective Date], the monthly rent for your apartment located at [Property Address] will be increased to [New Rent Amount]. This adjustment reflects [brief explanation for the increase, e.g., rising maintenance costs, property improvements, etc.].

Please feel free to reach out if you have any questions or concerns regarding this change. 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]