

[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 that, effective [Effective Date], the rent for your unit at [Property Address] will be increasing from [Current Rent Amount] to [New Rent Amount]. This increase is necessary due to [brief explanation, e.g., rising property taxes, maintenance costs].

Please let me know if you have any questions or concerns regarding this change.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Property Management Company Name, if applicable]