

[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. This letter is to formally notify you of a rent increase for your apartment located at [Apartment Address]. Effective [Effective Date], your monthly rent will increase from [Current Rent Amount] to [New Rent Amount]. This adjustment is necessary due to [brief reason for increase, e.g., rising maintenance costs, property taxes, market rates].

We value you as a tenant and appreciate your understanding regarding this matter. Please do not hesitate to reach out if you have any questions or concerns.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Property Management Company Name, if applicable]