

[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: Rent Increase Notification

I hope this message finds you well. I am writing to inform you that there will be a rent increase for your unit at [Property Address].

Effective [Date of Increase], the monthly rent will be adjusted from [Current Rent Amount] to [New Rent Amount]. This decision has been made in accordance with our rental agreement and is necessary due to [brief reason for increase, e.g., rising property costs, market adjustments, etc.].

If you have any questions or wish to discuss this matter further, please feel free to reach out to me directly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Property Management Company Name, if applicable]