

[Your Name]  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Phone Number]  
[Date]

[Tenant's Name]  
[Tenant's Address]  
[City, Postcode]

Dear [Tenant's Name],

I hope this letter finds you well. I am writing to inform you about a proposed rent increase for your tenancy at [Property Address].

In line with [your tenancy agreement/market rates/inflation], the new monthly rent will be [PSXX] effective from [Effective Date].

If you have any questions or wish to discuss this change, please feel free to contact me.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position if applicable]  
[Your Contact Information]