

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

Dear [Tenant's Name],

RE: Annual Rent Increase Notification

I hope this letter finds you well. I am writing to formally notify you of an upcoming increase in your rent as part of the annual review process. Effective from [Date of Rent Increase], your monthly rent will increase from [Current Rent Amount] to [New Rent Amount]. This adjustment has been made in line with market conditions and is in accordance with our tenancy agreement.

Please let me know if you have any questions or if you would like to discuss this further.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position, if applicable]