

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

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

Dear [Tenant's Name],

RE: Rent Increase Notice

I hope this letter finds you well.

I am writing to formally notify you of an adjustment to the rent for your property located at [Property Address]. Due to [brief explanation of reason for increase, e.g., "increased maintenance costs," "rising market rates," etc.], the rent will be increased from [current rent amount] to [new rent amount] per [month/year], effective from [effective date, typically at least one month from the date of this letter].

This decision has not been made lightly, and I appreciate your understanding. If you have any questions or concerns regarding this change, please do not hesitate to reach out.

Thank you for your continued tenancy.

Yours sincerely,

[Your Name]  
[Your Position, if applicable]