

[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 letter finds you well. I am writing to inform you of a rent increase for your unit located at [Property Address].

Effective [Effective Date], your monthly rent will increase from [Current Rent Amount] to [New Rent Amount]. This decision was made after careful consideration and is necessary to [brief reason for the increase, e.g., cover increased property maintenance costs, taxes, etc.].

Please feel free to reach out if you have any questions or concerns regarding this change. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position, if applicable]  
[Property Management Company Name, if applicable]