

[Your Name]
[Your Title/Position]
[Your Company Name or Property Management Company]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],

Subject: Notice of Rent Increase

I hope this letter finds you well.

I am writing to inform you of an upcoming increase in your rental fees for the property located at [Property Address]. After careful consideration and review of the current market conditions and operating costs, it has become necessary to adjust the rental amount.

Effective [Effective Date], your monthly rental fee will increase from [Current Rent Amount] to [New Rent Amount]. This change reflects [brief reason for the increase, e.g., increased maintenance costs, market adjustments, etc.].

We appreciate your understanding and cooperation regarding this necessary adjustment. Should you have any questions or concerns, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued tenancy.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title/Position]
[Your Company Name]