

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

Dear [Tenant's Name],

Subject: Annual Rent Adjustment Notification

I hope this message finds you well.

We would like to inform you that, as part of the annual review of your lease agreement for the property located at [Property Address], there will be an adjustment in your rental rates.

Effective [Effective Date], your new monthly rent will be [New Rent Amount]. This adjustment reflects [brief explanation if necessary, e.g., market conditions, increased maintenance costs, etc.].

Please note that the increase is in line with the terms of your lease agreement. If you have any questions or would like to discuss this adjustment further, please feel free to reach out to us at your earliest convenience.

Thank you for your understanding and continued residency.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Property Management]