

[Your Name]
[Your Title/Position]
[Your Company/Property Management 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: Notice of Annual Rental Fee Increase

I hope this letter finds you well.

This letter serves as a formal notice regarding the upcoming increase in your rental fee for the property located at [Property Address]. As per the terms of your lease agreement, the annual rental fee will be adjusted effective [Effective Date].

The new rental amount will be \$[New Rent Amount] per month, which reflects an increase of [Percentage/Amount of Increase] from your current rate. This adjustment is necessary to account for [reasons for the increase, e.g., rising maintenance costs, property taxes, and market conditions].

Please feel free to reach out if you have any questions or concerns regarding this increase. Our goal is to continue providing you with a comfortable living environment while maintaining the property to the highest standards.

Thank you for your understanding and continued tenancy.

Sincerely,

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