

[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],

I hope this message finds you well. I am writing to inform you about an upcoming change regarding the rent for your unit located at [Property Address].

Due to [brief explanation of reasons for rent increase such as rising maintenance costs, property tax increases, market trends, etc.], it has become necessary to adjust the rent. Effective [Date of Rent Increase], the monthly rent will increase from [Current Rent Amount] to [New Rent Amount].

I understand that rent increases can be challenging, and I want to assure you that this decision was made after careful consideration. We remain committed to maintaining and improving the property and providing you with a comfortable living environment.

If you have any questions or wish to discuss this further, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address]. I appreciate your understanding and your continued residency at [Property Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Property Management Company Name, if applicable]