

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Company Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Notice of Rent Increase for [Property Address]

I hope this message finds you well.

As part of our annual review and in consideration of current market conditions, we have made the decision to adjust the rental rate for your leased space at [Property Address]. Effective [start date of new rent], your new monthly rent will be [new rent amount], an increase of [amount or percentage of increase] from your current rate.

This adjustment reflects [brief explanation of reasons for increase, e.g., market trends, property improvements, maintenance costs].

We appreciate your tenancy and value you as a tenant. If you have any questions or wish to discuss this matter further, please feel free to reach out to me directly at [your phone number] or [your email address].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]