

[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],

Subject: Notice of Rent Increase

I hope this message finds you well.

I am writing to inform you that, effective [start date of new rent], the monthly rent for your residence at [address of the rental property] will be increased to [new rent amount]. This adjustment is necessary due to [brief reason for the increase, e.g., rising property costs, market adjustments, etc.].

Your new rent will reflect the change starting from your next payment due on [specific date]. Please feel free to reach out to me if you have any questions or would like to discuss this adjustment further.

Thank you for your understanding and for being a valued tenant.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Signature, if sending a hard copy]