

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Rent Increment Policy

I hope this message finds you well.

We are writing to inform you about the upcoming changes to our rent increment policy, effective [date]. Due to [reason for the increment, e.g., rising costs, maintenance fees, etc.], there will be an increase in rent for [specify the property or unit details].

The new rent amount will be [new rent amount], starting from [effective date]. This adjustment will help us continue providing the quality living experience that you expect and deserve.

We understand that changes in rent can be a concern, and we are here to discuss any questions or feedback you may have regarding this change.

Please feel free to reach out to us at [contact information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company/Organization Name]