

[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 letter finds you well. I am writing to inform you about an upcoming change to your rental agreement. Due to [brief explanation, e.g., increased property maintenance costs, market adjustments], the rent for your unit will be increased.

Effective [date of rent increase], the new monthly rent will be [new amount]. This adjustment will allow us to continue providing you with a comfortable living environment and maintain the property to the highest standards.

We appreciate your understanding and cooperation regarding this matter. If you have any questions or concerns about this change, please do not hesitate to reach out.

Thank you for being a valued tenant.

Sincerely,

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