

[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 formally notify you of a change in the rental rate for your unit located at [Property Address]. Effective [Effective Date], the new monthly rent will be [New Rent Amount].

This change reflects [brief explanation of the reasons for the increase, e.g., rising maintenance costs, market adjustment, etc.].

Please feel free to reach out if you have any questions or concerns regarding this change.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title if applicable]

[Property Management Company Name if applicable]