

[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 inform you about an upcoming change to your rental agreement. Effective [date of rent increase], your rent will be increased from [current rent amount] to [new rent amount].

This decision was not made lightly, and it reflects [brief explanation of reason for rent increase, e.g., increased maintenance costs, market rates, etc.].

Please feel free to reach out if you have any questions or concerns regarding this change. We value you as a tenant and appreciate your understanding.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]