

[Your Name]
[Your Title/Position]
[Your Company/Property Management Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Tenant's Name]
[Property Address]
[City, State, Zip Code]

Dear [Tenant's Name],

I hope this message finds you well.

This letter serves as formal notice of an impending increase in your monthly rent. Effective [Date of Rent Increase], your new rent will be [New Rent Amount] per month. This adjustment will help us continue to maintain and improve the quality of your living environment.

We appreciate your understanding and support. Should you have any questions or concerns, please feel free to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Property Management Name]