

[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],

Subject: Notice of Rent Increase

I hope this message finds you well. I am writing to inform you of an upcoming change to your rental terms.

Effective [Effective Date], the monthly rent for your residence at [Property Address] will increase from [\$Current Rent Amount] to [\$New Rent Amount]. This adjustment is necessary to align with current market rates and to ensure the ongoing maintenance and improvement of the property.

This increase will take effect on [Effective Date]. Please let us know if you have any questions or concerns regarding this change.

Thank you for your understanding and for being a valued tenant.

Sincerely,

[Your Name]

[Your Title/Relationship to Property]