

[Your Name]  
[Your Title/Position]  
[Your Company/Property Management 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 formally inform you of an upcoming increase in your rent for the property located at [Property Address]. After careful consideration and review of current market conditions, effective [Effective Date], your new monthly rent will be [New Rent Amount]. This adjustment reflects [reason for the increase, e.g., rising property taxes, maintenance costs, or market rates]. We value you as a tenant and appreciate your cooperation and understanding regarding this matter. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] if you have any questions or concerns regarding this change.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]  
[Your Company/Property Management Name]