

[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: Rent Increase Notification

I hope this message finds you well. This letter serves as a formal notification of an upcoming increase in your rent for the property located at [Property Address].

Effective [Effective Date], the monthly rent will increase from \$[Current Rent Amount] to \$[New Rent Amount]. This change will provide you with a new monthly rent total of \$[New Rent Amount].

The decision to increase the rent has been made after careful consideration, reflecting [brief reason for the increase, e.g., rising maintenance costs, market rates, etc.].

Please feel free to reach out 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 Position, if applicable]
[Landlord's or Property Management Company Name]