

[Your Name] [Your Address] [City, State, ZIP Code] [Date]

[Tenant's Name] [Tenant's Address] [City, State, ZIP Code]

Dear [Tenant's Name],

I hope this letter finds you well. I wanted to inform you that there will be a change in your rent starting from [Effective Date], which is [30 days from the date of this notice].

Current Rent: \$[Current Rent]

New Rent: \$[New Rent]

The reason for this adjustment is [explain the reason if necessary, such as increased property taxes, maintenance costs, etc.].

Please make sure to adjust your payment accordingly starting from [Effective Date]. If you have any questions or concerns, feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name] [Your Contact Information]

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