

[Landlord/Property Manager Name]
[Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Address]
[Unit Number]
[City, State, Zip Code]

RE: NOTICE OF RENT INCREASE AND LEASE AMENDMENT (UTILITY COST ADJUSTMENT)

Dear [Tenant Name],

This letter serves as formal notice regarding an adjustment to your monthly rent and an amendment to your lease agreement for the property located at [Property Address].

Due to a significant increase in local utility rates for [list specific utilities, e.g., water, sewer, trash], it has become necessary to adjust the monthly rent to cover these rising operational costs. Effective [Date of Increase], your monthly rent will be increased by \$[Amount of Increase].

Current Monthly Rent: \$[Current Amount]
New Monthly Rent: \$[New Amount]
Effective Date: [Date]

Lease Amendment:

This notice shall serve as a formal amendment to your existing Lease Agreement dated [Original Lease Date]. All other terms and conditions of the original lease remain in full force and effect.

Please acknowledge receipt of this notice and your acceptance of the amended rent amount by signing below and returning a copy to our office by [Return Date].

If you have any questions regarding this adjustment, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Signature of Landlord/Manager]
[Printed Name]

TENANT ACKNOWLEDGMENT

I, [Tenant Name], acknowledge receipt of this notice and agree to the adjusted rent amount and lease amendment as stated above.

Signature: _____ Date: _____