

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

RE: Notice of Rent Increase and Prorated Calculation

Dear [Tenant Name],

This letter serves as formal notice that the monthly rent for the property located at [Property Address] will increase from \$[Old Rent Amount] to \$[New Rent Amount], effective [Date of Increase].

Because this increase begins in the middle of the month, your payment for [Month, Year] will be prorated. The calculation is as follows:

- Current Rent Daily Rate: $\$[\text{Daily Rate 1}] ([\text{Old Rent}] / [\text{Days in Month}])$
- New Rent Daily Rate: $\$[\text{Daily Rate 2}] ([\text{New Rent}] / [\text{Days in Month}])$
- Number of days at old rate: [Number of Days]
- Number of days at new rate: [Number of Days]

Total Prorated Amount Due for [Month]: \$[Total Amount]

Please ensure that your payment for next month reflects this prorated total. On [First Day of Following Month], and every month thereafter, the full new rent amount of \$[New Rent Amount] will be due.

If you have any questions regarding this calculation, please contact me at [Phone Number] or [Email].

Sincerely,

[Landlord/Manager Name]

[Contact Information]