

[Agency/Housing Authority Name]
[Address]
[City, State, Zip Code]
[Date]

[Property Owner/Manager Name]
[Property Name/Address]

RE: Notice of Rent Increase Approval

Dear [Owner/Manager Name],

This letter is to inform you that your request for a rent increase for the unit listed below has been reviewed and approved.

- **Tenant Name:** [Tenant Name]
- **Unit Address:** [Full Property Address]
- **Effective Date of Change:** [Date]

The new rent breakdown is as follows:

- **New Total Contract Rent:** \$[Amount]
- **Housing Assistance Payment (HAP):** \$[Amount]
- **Tenant Rent Portion:** \$[Amount]

This approval is based on a determination that the requested rent is reasonable in comparison to similar unassisted units in the area and remains within the established payment standards.

Please ensure that a copy of this notice is provided to the tenant. The existing Housing Assistance Payments (HAP) Contract and the lease agreement remain in effect with these updated financial terms.

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

Sincerely,

[Signature]
[Name of Housing Official]
[Title]