

**Date:** [Date]

**To:** [Tenant Name]

**Address:** [Property Address/Unit Number]

**Subject: Notice of Rent Increase and Utility Adjustment**

Dear [Tenant Name],

This letter serves as formal notice regarding a change in your monthly housing costs for the property located at [Property Address]. These changes will take effect on [Effective Date], in accordance with the terms of your lease agreement and local housing laws.

**1. Rent Increase:**

Your current monthly rent of \$[Current Rent Amount] will increase to \$[New Rent Amount].

**2. Utility Adjustment:**

Effective [Effective Date], your utility charges will be adjusted as follows:

[Description of change, e.g., "The monthly flat fee for water/sewer will increase from \$X to \$Y" OR "Tenants will now be responsible for 100% of electricity costs via direct billing"].

**Total New Monthly Payment:**

Beginning [Date of First New Payment], your total monthly payment to the landlord will be \$[Total Amount].

This adjustment is necessary due to [Optional: Brief reason, e.g., increased operating costs or rising utility rates]. All other terms and conditions of your existing lease agreement remain in full force and effect.

If you intend to renew your lease under these new terms, no further action is required. If you choose not to accept these changes and wish to vacate the premises, please provide written notice by [Notice Deadline Date] as per your lease requirements.

Thank you for your continued residency.

Sincerely,

[Landlord/Manager Name]

[Management Company Name]

[Phone Number]

[Email Address]