

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

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

RE: NOTICE OF RENT INCREASE AND UTILITY ADJUSTMENT

Dear [Tenant Name],

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

1. Rent Increase:

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

2. Utility Cost Adjustment:

Due to [Reason for Increase, e.g., rising utility rates/increased usage], your monthly utility charge will be adjusted from \$[Current Utility Amount] to \$[New Utility Amount].

3. New Total Monthly Payment:

Starting [Date of First New Payment], your total monthly payment will be \$[Total Sum].

All other terms and conditions of your original lease agreement remain in full force and effect. If you intend to renew your lease under these new terms, please sign and return the enclosed acknowledgment by [Due Date].

If you do not agree to these changes and wish to vacate the premises, please provide written notice by [Notice Deadline Date] as per your current lease requirements.

Thank you for your continued residency.

Sincerely,

[Landlord/Property Manager Signature]
[Landlord/Property Manager Printed Name]

Tenant Acknowledgment:

I, [Tenant Name], acknowledge receipt of this notice and [accept / do not accept] the new terms.

Signature: _____ Date: _____