

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

[Date]

[Housing Authority Name]  
[Section 8 Office Address]  
[City, State, Zip Code]

RE: Rent Increase Request for Section 8 Tenant

Tenant Name: [Tenant Full Name]  
Property Address: [Rental Property Address]  
Voucher/Case Number: [Tenant Case Number, if known]

To Whom It May Concern,

I am writing to formally request an increase in the monthly rent for the property located at the address mentioned above. Currently, the rent for this unit is \$[Current Rent Amount] per month.

I am requesting that the rent be increased to \$[Proposed New Rent Amount] per month, effective [Date - typically 60 days from notice].

This request is based on the following reasons:

- Current market rates for comparable units in the area.
- Increases in property taxes, insurance, and maintenance costs.
- [Optional: Recent property improvements or upgrades].

I have provided a copy of this notice to the tenant as well. Please let me know if you require any additional documentation or if there are specific forms I need to complete to finalize this request.

Thank you for your time and assistance regarding this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]