

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

City, State, Zip: [City, State, Zip]

RE: NOTICE OF RENT INCREASE AND UTILITY ALLOWANCE ADJUSTMENT

Dear [Tenant Name],

This letter serves as formal notice regarding a change in the monthly rent and/or utility allowance for the housing unit you occupy under the Section 8 Housing Choice Voucher program. These changes will take effect on **[Effective Date]**.

The adjustments are summarized below:

- **Current Total Monthly Rent:** \$[Amount]
- **New Total Monthly Rent:** \$[Amount]
- **Current Utility Allowance:** \$[Amount]
- **New Utility Allowance:** \$[Amount]

Please note that your specific **Tenant Rent Share** is determined by the Public Housing Authority (PHA). You will receive a separate "Notice of Rent Change" or "Amendment to the HAP Contract" from the PHA confirming your exact monthly payment portion.

These changes are being made in accordance with the terms of your lease agreement and the Housing Assistance Payments (HAP) Contract. If you have any questions regarding your voucher eligibility or the calculation of the utility allowance, please contact your Housing Caseworker at the [Name of Housing Authority].

If you have questions regarding the property or the lease, please contact the undersigned.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]

cc: [Name of Housing Authority]