

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Dear [Tenant Name],

We would like to begin by expressing our sincere appreciation for having you as a tenant at [Property Name/Address] for the past [Number] years. We truly value your residency and the care you have taken with your home.

In order to keep up with rising operating costs and to maintain the quality of the property, it is necessary to adjust the monthly rent. However, in recognition of your loyalty and excellent history as a tenant, we have applied a loyalty discount to the standard market rate for your unit.

Effective [Date of Increase], your new monthly rent will be \$[New Rent Amount]. This reflects an increase of \$[Increase Amount] from your current rate of \$[Current Rent Amount].

All other terms and conditions of your existing lease agreement remain in full effect. If you wish to continue your tenancy at this new rate, no further action is required other than adjusting your payment amount starting [Date].

If you have any questions regarding this adjustment, please contact us at [Phone Number] or [Email Address].

Thank you for being a valued member of our community.

Sincerely,

[Your Name/Company Name]

[Title/Property Management]