

Date: [Date]

Tenant Name(s): [Tenant Names]

Property Address: [Full Property Address]

RE: NOTICE OF RENT INCREASE DUE TO ADDITIONAL OCCUPANT

Dear [Tenant Names],

This letter serves as formal notice regarding an adjustment to your monthly rent. As per our records and our recent communication, it has been noted that an additional occupant, [Name of New Occupant], is now residing in the premises.

According to the terms of your Lease Agreement, specifically [Section/Clause Number, if known], the addition of an extra tenant results in an increase in the monthly rent to cover higher utility usage and wear and tear on the property.

Your current rent of \$[Current Amount] will increase by \$[Increase Amount].

Effective [Date of Increase], your new monthly rent will be \$[New Total Amount].

Please update your payments (including any automatic transfers or checks) to reflect this new amount starting on the effective date mentioned above. All other terms and conditions of your original Lease Agreement remain in full force and effect.

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

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]