

[Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of Rent Increase Due to Change in Occupancy

Dear [Tenant Name],

This letter serves as formal notification regarding a change in your monthly rent. As per the terms of your Lease Agreement dated [Original Lease Date], the rent amount is subject to adjustment based on the number of occupants residing in the unit.

It has been noted that there is a change in the number of occupants in your household. Effective [Date Increase Starts], your monthly rent will increase from \$[Current Rent Amount] to \$[New Rent Amount].

The breakdown of this adjustment is as follows:

- Current Base Rent: \$[Amount]
- Additional Occupant Fee: \$[Amount]
- **Total New Monthly Rent: \$[Amount]**

All other terms and conditions of your existing lease agreement remain in full force and effect. Please ensure that your payment for the month of [Month] reflects this new amount.

If you have any questions regarding this adjustment or wish to update your household documentation, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]