

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Address of Rental Unit]

Subject: Notice of Rent Adjustment for Additional Resident

Dear [Tenant Name],

This letter serves as formal notice regarding an adjustment to your monthly rent. As of [Date when new resident moved in/will move in], it has been noted that an additional resident, [Name of New Resident], is occupying the premises.

Per the terms of your Lease Agreement dated [Original Lease Date], specifically under the [Section/Clause Number, e.g., "Occupancy Limits" or "Additional Occupants"] section, the addition of an authorized occupant results in an increase of the monthly rent.

Rent Adjustment Details:

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

This change will take effect on [Effective Date of Rent Increase]. All other terms and conditions of your original lease agreement remain in full force and effect.

Please ensure that your future payments reflect this new total. 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]