

Date: [Insert Date]

To: [Tenant Name(s)]

Address: [Property Address]

Subject: FINAL REMINDER: Upcoming Rent Increase

Dear [Tenant Name],

This is a final reminder regarding the notice sent to you on [Date of Original Notice] concerning the increase of your monthly rent.

According to our records, we have not yet received confirmation of your acknowledgment or the updated payment setup. As previously stated, your rent will increase from **\$[Current Rent Amount]** to **\$[New Rent Amount]** per month, effective **[Effective Date]**.

Please ensure that your payment method (Check, Electronic Transfer, or Portal) is updated to reflect the new amount starting on the effective date mentioned above. All other terms and conditions of your current lease agreement remain in full force and effect.

If you have already updated your payment details or have signed the necessary addendum, please disregard this letter.

If you have any questions or believe there is an error, please contact the management office immediately at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]