

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Early Warning of Upcoming Rent Adjustment

Dear [Tenant Name],

This letter is to provide you with an early notification regarding a planned increase in your rent. This adjustment is being made to account for the rising Cost of Living (COLA) and increased operational expenses associated with maintaining the property.

We value you as a tenant and wanted to provide you with this notice well in advance of the official formal notice to assist with your financial planning.

Proposed Changes:

- Current Rent: \$[Current Amount]
- New Rent: \$[New Amount]
- Effective Date: [Date]

Your current lease agreement remains in effect until the date mentioned above. You will receive a formal "Notice of Rent Increase" closer to the effective date as required by law and your lease terms.

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

Sincerely,

[Landlord/Manager Name]

[Property Management Company Name]