

[Landlord/Property Manager Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Tenant Name]
[Address]
[City, State, Zip Code]

RE: Early Warning of Rent Adjustment - [Property Address]

Dear [Tenant Name],

We are writing to provide you with an early notification regarding an upcoming adjustment to your rent. Your current lease agreement is scheduled to end on [Current Lease End Date].

Periodically, we review market conditions to ensure our rental rates align with the current Fair Market Value for similar properties in the [City/Neighborhood] area. Due to rising operational costs and local market trends, we are planning to increase the monthly rent for your unit.

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

This is not a formal notice to quit or a new lease agreement. This letter is intended to give you ample time to plan for this change. We value you as a tenant and hope that you will choose to renew your lease with us.

A formal lease renewal offer with specific terms and instructions will be sent to you by [Date]. If you already know that you do not intend to renew your lease, please notify us in writing by [Date].

If you have any questions regarding this adjustment, please contact us at [Phone Number/Email].

Sincerely,

[Signature]

[Printed Name]
[Title/Company Name]