

[Current Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Dear [Tenant Name],

I hope you are doing well. I am writing to provide you with an early courtesy notice regarding a change to your rent for the property located at [Property Address].

Starting on [Date of Increase], your monthly rent will change from \$[Current Rent Amount] to \$[New Rent Amount].

This adjustment is necessary due to [brief reason such as: rising property taxes/maintenance costs/market changes]. We value having you as a tenant and have made every effort to keep this increase as minimal as possible.

All other terms of your existing lease agreement will remain the same. If you have any questions or wish to discuss this further, please feel free to contact me at [Phone Number] or [Email Address].

Thank you for your continued cooperation and for being a great tenant.

Sincerely,

[Landlord/Manager Name]

[Phone Number]