

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Tenant Address/Unit Number]
[City, State, Zip Code]

RE: Notice of Rent Increase

Dear [Tenant Name],

This letter serves as official notice regarding a change in the monthly rent for the corporate housing unit located at [Property Address].

Effective [Date of Increase], your monthly rent will increase from \$[Current Amount] to \$[New Amount]. This adjustment is due to [Brief Reason, e.g., market rate adjustments or increased operating costs].

All other terms and conditions of your existing lease agreement remain in full force and effect. Please indicate your acceptance of this new rate by signing below and returning a copy to our office by [Deadline Date].

If you have any questions regarding this adjustment, please contact the housing department at [Phone Number] or [Email].

Sincerely,

[Your Name/Signature]
[Title]
[Company Name]

Acknowledgment

I, [Tenant Name], acknowledge receipt of this notice and agree to the new monthly rent of \$[New Amount] effective [Date].

Signature: _____ Date: _____