

[Date]

[Resident Name(s)]

[Property Address]

[Unit Number]

Dear [Resident Name],

This letter serves as formal 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 Rent Amount] to \$[New Rent Amount].

This adjustment is necessary to account for [Reason, e.g., increased utility costs, maintenance expenses, or market adjustments]. All other terms and conditions of your existing lease agreement remain in full effect.

Please confirm your acceptance of this new rate by [Deadline Date]. If you have any questions regarding this change, please contact [Contact Name] at [Phone Number] or [Email Address].

We value your business and look forward to continuing to provide your corporate housing needs.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]