

[Date]

[Resident Name]

[Unit Number/Room Number]

[Building Name]

Subject: Notice of Rent Adjustment for the [Year/Year] Academic Year

Dear [Resident Name],

We are writing to inform you of a change in the rental rate for your housing unit for the upcoming academic year, beginning [Start Date].

After a review of operational costs and campus facility improvements, the housing department has determined that a rent adjustment is necessary. Effective [Date], your new monthly rent will be \$[Amount].

Your current and new rates are summarized below:

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

This adjustment allows us to continue providing high-quality maintenance, security services, and communal amenities for all residents. All other terms and conditions of your existing housing agreement remain in effect.

If you have any questions regarding this change, please contact the Housing Office at [Phone Number] or [Email Address]. We value your residency and look forward to your continued stay with us.

Sincerely,

[Signature]

[Name of Housing Manager/Administrator]

[Department Name]