

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Address of Rental Unit]

Dear [Tenant Name(s)],

This letter serves as official notice regarding a change in the monthly rent for the off-campus housing unit you are currently leasing.

In accordance with the terms of your lease agreement and local housing laws, your rent will be adjusted as follows:

- **Current Monthly Rent:** \$[Amount]
- **New Monthly Rent:** \$[Amount]
- **Effective Date:** [Date change begins]

The security deposit currently held will [remain the same / be increased by \$_____ to match the new rent amount].

All other terms and conditions of your original lease agreement dated [Lease Start Date] remain in full force and effect. If you wish to continue your tenancy at the new rate, no further action is required other than updating your payment amount starting on the effective date listed above.

If you do not agree to this rent modification, you must provide written notice of your intent to vacate the premises by [Notice Deadline Date], in accordance with your lease's termination clause.

Please contact [Landlord/Property Manager Name] at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Your Signature]

[Your Printed Name]

[Landlord/Property Management Company Name]