

[Date]

[Resident Name]

[Unit/Room Number]

[Property Name]

Subject: Notification of Spring Semester Housing Rate Adjustment

Dear [Resident Name],

We are writing to inform you of a change to the housing rates for the upcoming Spring [Year] semester. Effective [Date], your housing rate will increase from \$[Current Amount] to \$[New Amount] per month/semester.

This adjustment is necessary to account for rising operational costs, including utilities, maintenance, and facility improvements, ensuring we continue to provide a safe and comfortable living environment for all residents.

The new rate will be reflected in your student account billing statement starting [Date]. Please ensure that your payment arrangements are updated accordingly to avoid any late fees.

If you have questions regarding your housing contract or financial aid eligibility, please contact the Housing Office at [Phone Number] or [Email Address].

Thank you for being a part of our community.

Sincerely,

[Your Name/Title]

[Department Name]

[Organization/University Name]