

# Notice of Adjustment in Rental Charges

Date: [Insert Date]

Tenant's Name: [Insert Tenant's Name]

Tenant's Address: [Insert Tenant's Address]

Dear [Tenant's Name],

We hope this letter finds you well. We are writing to inform you of an upcoming adjustment in the rental charges for your unit located at [Insert Rental Property Address].

Effective [Insert Effective Date], the monthly rent will be adjusted from [Current Rent Amount] to [New Rent Amount]. This adjustment is necessary due to [briefly state reason, e.g., increased maintenance costs, property upgrades, etc.].

We understand that any increase in rental charges may require adjustments on your part, and we are committed to providing you with the best living experience possible. If you have any questions or concerns regarding this adjustment, please feel free to reach out to us at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]