

# Annual Rent Adjustment Notice

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Address: [Insert Tenant Address]

Dear [Insert Tenant Name],

We hope this message finds you well. We are writing to inform you of the upcoming annual rent adjustment for the property located at [Insert Property Address]. In accordance with your lease agreement, we conduct an annual review of rental rates.

Effective [Insert Effective Date], your monthly rent will be adjusted to [Insert New Rent Amount]. This adjustment is necessary due to [Insert Reason for Adjustment, e.g., market conditions, maintenance costs, etc.].

Please adjust your payment schedule accordingly. If you have any questions or concerns regarding this adjustment, feel free to reach out to our office at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Company Name]

[Insert Company Contact Information]