

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Notification of Rent Increase – Landlord to Tenant

Dear :

As landlord of Plush Apartments, I have made every effort to keep rent at a moderate rate. As the motto states: “Luxurious Living at the Best Rate” is the top priority of Plush Apartments. However, our rates are a reflection of the economy and other factors. Within the last six months, property taxes have increased by 20%, the rate of water has increased by 7%, and utilities have increased by 35%. Many residents commented that they would like a fitness/recreational area added to the community. Therefore, we added a mini-gym and a pool. These require maintenance, in addition to the maintenance required for the homes.

We have done everything to avoid this move, but we will be increasing rent by 7%. We assure you that this rate is the lowest possible rate.

We are sorry for this inconvenience. Thank you for understanding this change. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E