

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

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

Re: Raising Rates – Retirement Home

Dear :

We understand that the income of many of our residents is “fixed” and we take every available option to keep rent at the lowest rate possible. However, due to increase in utilities, caregivers, and other expenses, we are raising the rates.

We have done everything to avoid this move, but we will be increasing rates by 5%. 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