

[landLord_fName] [landLord_mName] [landLord_lName]
[landLord_street], [landLord_apNum]
[landLord_city], [landLord_state] [landLord_zip]

DATE

[tenant_fName] [tenant_mName] [tenant_lName]
[tenant_street], [tenant_apNum]
[tenant_city], [tenant_state] [tenant_zip]

Dear [tenant_fName] [tenant_lName]:

This is to inform you that, effective [increaseDate], the monthly rent for the rental unit you now occupy at [prop_street], [prop_apNum] [prop_city], [prop_state] [prop_zip] will be increased from \$[currentRent] to \$[newRent] per month, payable in advance on the [rentDue]th day of each month.

All other terms of our rental agreement continue to remain in effect.

Sincerely,

[landLord_fName] [landLord_mName] [landLord_lName]