

Date: [Insert Date]

Tenant Name: [Tenant's Full Name]

Rental Property Address: [Property Address]

Dear [Tenant's Name],

We hope you have enjoyed residing at [Property Address] over the past year. As your current lease term is approaching its end on [Lease End Date], we are writing to inform you of the upcoming annual lease renewal and a corresponding adjustment to your rental rate.

New Rental Amount: \$[New Monthly Amount] per month

Effective Date: [New Lease Start Date]

This adjustment is necessary due to [briefly state reason, e.g., increased property maintenance costs, rising utility expenses, or local market changes]. We strive to maintain a high-quality living environment and believe this adjustment will enable us to continue providing excellent service and amenities.

If you choose to renew your lease for another term, please review and sign the enclosed renewal agreement. We kindly request that you respond with your decision by [Response Deadline Date] to ensure a smooth transition and reserve your tenancy.

Should you have any questions regarding the new lease terms or rental adjustment, please feel free to contact us at [Contact Information]. Thank you for being a valued resident. We look forward to your continued tenancy at [Property Name or Address].

Sincerely,

[Landlord/Property Manager's Name]

[Company or Management Name]

[Contact Email and/or Phone Number]