[typed on company letterhed]

[date]

[resident name and address]

Dear 1 resident]

According to our records, your lease expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 19\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We hope you have enjoyed living here and that you plan to stay with us.

The current rent for your apartment is $ \_\_\_\_\_\_\_\_\_\_\_ Because of the increased cost of [ specify, e.g., maintenance, taxes, utilities ], we must increase your rent by $\_\_\_\_\_\_\_ per month. Your new rent will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dollars ($ \_\_\_\_\_\_\_\_).

You must advise us whether you plan to renew by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 19 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you have any questions, please do not hesitate to call.

Sincerely,

[ management company or property name ]

[ employee name ]

[title ]