[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 ]