[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF CHANGE *IN RE*NT**

Dear [CONTACT NAME],

This communication is to advise you that pursuant to the terms of that certain [LEASE/RENTAL AGREEMENT] dated [DATE], your rental for space at [ADDRESS] will increase to [AMOUNT] per month, effective [DATE].

Please do not hesitate to contact me should you have any questions.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]