[Date]

[Tenant’s name]

[Tenant’s address]

[Tenant’s address]

[Town/City] [Post Code]

Email: [insert Tenant’s email]

Dear [Tenant name/s]

**Re: Tenancy at [insert property address]**

We are writing to advise that the rent for this property is being increased.Please note that in making this increase, the rent has not been increased within the last 12 months after the commencement date of the tenancy [or] an increase has not taken place within 12 months after the date on which the last increase took place (date of last increase).

The current weekly rent is: [insert amount].

The new weekly rental will be [insert amount].

The new weekly rent will be payable from [enter date] being 60 days from the date of this letter.

Please feel free to contact me if you have any questions about this increase.

Yours sincerely

Property Manager’s Name

**Title**