[Date]
[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Notice of Maintenance and Tax Adjustment

Dear [Recipient Name],

This letter is to formally notify you of an upcoming adjustment to your monthly [rent/maintenance fee] payments for the property located at [Property Address].

Over the past year, we have experienced a significant rise in external costs. Specifically, there has been a substantial increase in local property taxes and the overall cost of maintenance services, including labor and materials required to keep the building in safe and functional condition.

Effective [Date of Increase], your new monthly payment will be $[New Amount]. This represents an increase of $[Difference] from your current rate of $[Current Amount].

We remain committed to providing a high standard of service and property upkeep. This adjustment is necessary to ensure we can continue to meet these operational demands and cover the rising tax obligations.

Please update your payment records accordingly. If you have any questions regarding this change, please contact [Contact Person/Department] at [Phone Number] or [Email Address].

Thank you for your understanding and continued cooperation.

Sincerely,

[Your Name/Company Name]
[Title]