

[Property Management Name/Housing Authority Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Tenant Name]
[Tenant Street Address]
[Unit Number]
[City, State, Zip Code]

RE: Notice of Rent Adjustment

Dear [Tenant Name],

This letter is to formally notify you of a change in your monthly rent payment for the property located at [Tenant Address].

Based on our recent [annual/interim] recertification of your household income and family composition, as required by [Program Name, e.g., Section 8 / HUD], your rent has been recalculated.

Effective [**Date of Increase**], your new monthly rent responsibilities will be as follows:

- **Total Contract Rent:** \$[Amount]
- **Housing Assistance Payment (Subsidy):** \$[Amount]
- **Tenant Rent Contribution (Your Portion):** \$[Amount]

The adjustment is based on the following reason(s):

- Change in household income
- Change in household composition
- Adjustment in utility allowance
- Annual cost of living adjustment

If you disagree with this calculation, you have the right to request an informal hearing or a meeting to review the information used to determine this amount. You must submit your request for a review in writing by [Deadline Date].

Please ensure that your payment for the new amount is submitted starting [Date of Increase]. All other terms of your existing lease agreement remain in effect.

Thank you for your cooperation.

Sincerely,

[Signature]

[Printed Name of Property Manager/Agent]

[Title]