

Your Name
Your address
Thunder Bay, On.
P7A 5B1

today's date

Hi,

Hey, I hope everything is going well and you are enjoying your accommodations. The attached notice is to inform you of the slight rental increase that will be happening this year. Rents are reviewed annually and increased as needed to keep up with the increased cost of operating the building and inflationary monetary policy. I strive to provide nice, well priced homes and I hope you feel that you are receiving good value for your money. The maximum annually increase is set annually based on the consumer price index and is now capped at 2.5% This year's rental increase will be 2.2%

Thanks for your understanding in these matters. You are considered to be a valuable client and I hope to continue to serve you for years to come. If you have any questions or concerns, please don't hesitate to contact me at 555-555-5555 or mrlandlord@gmail.com

Sincerely,

Your name