

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address]

[Suite/Unit Number]

**RE: Notice of Rent Increase and Lease Amendment**

Dear [Tenant Name],

This letter serves as formal notice regarding a change in the terms of your lease agreement for the property located at [Property Address].

Pursuant to Section [Section Number] of your current lease agreement dated [Original Lease Start Date], the monthly rent for the premises will be adjusted. Effective [Date Increase Begins], your new monthly rent will be [New Rent Amount].

The current monthly rent of [Old Rent Amount] will remain in effect through [Date Old Rent Ends].

**Lease Amendment Details:**

- **Current Monthly Rent:** \$[Amount]
- **New Monthly Rent:** \$[Amount]
- **Effective Date:** [Date]
- **Additional Amendments:** [List any other changes, such as CAM charges or extension of term, or write "None"]

All other terms, conditions, and covenants of the original lease agreement shall remain in full force and effect.

Please acknowledge your receipt of this notice and your agreement to the updated terms by signing below and returning a copy to our office by [Deadline Date].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]

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**Acknowledgment and Acceptance:**

The undersigned Tenant hereby acknowledges receipt of this notice and agrees to the lease amendments stated above.

Signature: \_\_\_\_\_

Print Name: [Tenant Name]

Date: \_\_\_\_\_