

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

Suite/Unit: [Insert Number]

RE: NOTICE OF FIXED STEP RENT INCREASE

Dear [Tenant Name],

This letter serves as a formal reminder regarding the scheduled rent increase for the commercial premises you currently occupy, as outlined in your Lease Agreement dated [Date of Original Lease].

Per the "Fixed Step" or "Rent Escalation" clause in your contract, your monthly base rent is scheduled to increase on the upcoming anniversary of your lease.

The details of the adjustment are as follows:

- **Current Monthly Rent:** \$[Current Amount]
- **New Monthly Rent:** \$[New Amount]
- **Effective Date:** [Date of Increase]

Please ensure that your payment records, including any automatic bank transfers or standing orders, are updated to reflect the new amount starting on the effective date mentioned above.

All other terms and conditions of your existing lease agreement remain in full force and effect.

If you have any questions regarding this scheduled increase, please contact [Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Contact Information]