

[Date]

[Tenant Name]

[Company Name]

[Suite/Office Number]

[Property Address]

RE: NOTICE OF RENT INCREASE

Dear [Tenant Name],

This letter serves as formal notice regarding a change in the monthly rent for the office space you currently occupy at [Building Name/Address].

Per the terms of your lease agreement dated [Lease Start Date], your rent will be adjusted to reflect current market rates and operating costs. Effective [Date of Increase], your new monthly rent will be \$[New Amount].

All other terms and conditions of your existing lease agreement remain in full force and effect. Please update your payment records to reflect this change starting with the payment due on [Date of first new payment].

We value your presence in the building and look forward to our continued professional relationship. If you have any questions regarding this notice, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Landlord/Property Management Company Name]