

[Landlord Name or Property Management Company]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email]

[Date]

[Tenant Name]
[Business Name]
[Suite/Unit Number]
[Property Address]

RE: NOTICE OF RENT INCREASE (STEP-UP PROVISION)

Dear [Tenant Name],

This letter serves as a formal notice regarding the scheduled rent increase for your commercial lease at [Property Address/Unit Number].

As per the "Step-Up" or "Rent Escalation" provision outlined in Section [Insert Section Number] of your Lease Agreement dated [Original Lease Date], the base rent is scheduled to increase on [Effective Date of Increase].

The details of the adjustment are as follows:

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

Please ensure that your payment records, including any automatic bank transfers or recurring checks, are updated to reflect this new amount starting with the [Month, Year] payment period.

All other terms and conditions of your lease agreement remain in full force and effect. We appreciate your continued tenancy.

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

Sincerely,

[Your Signature]

[Your Printed Name]
[Title/Position]