

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Lease Extension and Step-Up Rent Increase

Dear [Tenant Name],

This letter serves as formal notice regarding the upcoming lease extension and the scheduled "step-up" rent increase for the property located at [Property Address].

As per the terms of your Lease Agreement dated [Original Lease Date], specifically Section [Section Number] regarding Rent Adjustments, your lease has been extended for the period of [Start Date] to [End Date].

In accordance with the agreed-upon step-up schedule, your monthly rent will increase as follows:

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

All other terms and conditions of your original Lease Agreement remain in full force and effect. Please ensure that your records and payment methods (e.g., standing orders, online portals) are updated to reflect this new amount starting on the effective date mentioned above.

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

Thank you for your continued residency.

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]