

[Current Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Lease Renewal and Rent Increase

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Current Lease End Date]. We would like to offer you a renewal of your lease under the following terms.

The new lease term will begin on [New Start Date] and end on [New End Date]. As part of this renewal, a step-up rent schedule will be implemented as follows:

- **Period 1:** From [Date] to [Date], the monthly rent will be \$[Amount].
- **Period 2:** From [Date] to [Date], the monthly rent will be \$[Amount].
- **Period 3:** From [Date] to [Date], the monthly rent will be \$[Amount].

All other terms and conditions of your original lease agreement dated [Original Lease Date] shall remain in full force and effect.

If you agree to these terms, please sign and return this letter by [Due Date]. Once received, we will provide you with the formal lease amendment for your records.

If you do not intend to renew, please provide written notice of your intent to vacate by [Notice Deadline Date].

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]

Tenant Acceptance:

I/We, [Tenant Name], hereby agree to the lease renewal and the step-up rent schedule as outlined above.

Signature: _____ Date: _____