

Date: [Date]

Tenant Name: [Tenant Name]

Property Address: [Property Address]

Unit Number: [Unit Number]

Dear [Tenant Name],

This letter serves as a formal notice regarding the scheduled step-up rent increase as outlined in your Lease Agreement dated [Lease Start Date].

As per the terms of our agreement, your rent is scheduled to increase on a periodic basis. Please be advised of the upcoming adjustment to your monthly rent payment:

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

All other terms and conditions of your existing Lease Agreement remain in full force and effect. Please ensure that your records and automatic payment settings are updated to reflect the new amount starting on the effective date mentioned above.

If you have any questions regarding this scheduled increase, please contact the management office at [Phone Number] or [Email Address].

Thank you for your continued residency.

Sincerely,

[Landlord/Manager Name]

[Property Management Company Name]