

[Landlord or Property Management Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Property Address]
[Unit Number]
[City, State, Zip Code]

RE: Notice of Scheduled Rent Increase (Step-Up Rent)

Dear [Tenant Name],

This letter serves as a formal reminder regarding the scheduled rent increase for your lease agreement dated [Lease Start Date].

As outlined in the "Step-Up Rent" or "Rent Escalation" clause of your lease agreement, your monthly rent is scheduled to increase on the following date:

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

Starting on [Date of Increase], please ensure that your monthly payments are updated to reflect the new amount of \$[New Amount]. All other terms and conditions of your existing lease agreement remain in full force and effect.

If you have set up automatic payments through a bank or an online portal, please remember to update your settings before the effective date to avoid any late fees or underpayments.

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

Thank you for being a valued tenant.

Sincerely,

[Signature]
[Printed Name]
[Title/Landlord]