

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Tenant Business Name]
[Property Address/Suite Number]
[City, State, Zip Code]

RE: Notice of Rent Increase due to Property Tax Assessment

Dear [Tenant Name],

This letter serves as formal notice regarding an adjustment to your rent for the commercial premises located at [Property Address].

As per the terms of your lease agreement, specifically Section [Insert Section Number regarding Tax Pass-Throughs], the tenant is responsible for [proportionate share/total] of increases in real estate taxes. The local taxing authority has recently completed a new property tax assessment, resulting in an increase in the annual property taxes for the building.

The details of the adjustment are as follows:

- **Previous Annual Tax:** \$[Amount]
- **New Annual Tax:** \$[Amount]
- **Total Increase:** \$[Amount]
- **Your Proportionate Share (%):** [Percentage]%

Based on these calculations, your monthly rent will increase by \$[Amount]. Your new monthly payment will be \$[New Total Amount], effective as of [Date].

Supporting documentation regarding the new tax assessment from the [Name of Taxing Authority] is attached for your records. Please update your payment records accordingly starting with the [Month, Year] payment.

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

Sincerely,

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