

[Owner/Manager Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Tenant Name]
[Address]
[City, State, Zip Code]

RE: Notice of Phased Rent Increase for [Property Address]

Dear [Tenant Name],

We would like to start by thanking you for being such a valued and loyal tenant over the past [Number] years. We truly appreciate how well you have maintained the property.

Due to rising costs associated with property taxes, insurance, and maintenance, we find it necessary to adjust the monthly rent. However, in recognition of your long-term tenancy, we have decided to implement this change in two phases rather than all at once to help you manage your budget.

Your current rent is \$[Current Amount]. The new rental rate will be established as follows:

- **Phase 1:** Effective [Date 1], your monthly rent will increase to \$[Middle Amount].
- **Phase 2:** Effective [Date 2], your monthly rent will increase to the final rate of \$[Final Amount].

All other terms and conditions of your existing lease agreement remain in full effect. If your rent is paid via automatic bank transfer, please remember to update your payment settings accordingly before each effective date.

We value having you as a resident and hope you choose to remain in your home. Please sign and return the attached acknowledgment form by [Deadline Date] to confirm your receipt of this notice.

If you have any questions, please feel free to contact me directly.

Sincerely,

[Signature]

[Typed Name]

Tenant Acknowledgment:

I, [Tenant Name], acknowledge receipt of this notice of phased rent increase.

Signature: _____ Date: _____