

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address/Suite Number]

[City, State, Zip Code]

Re: Early Courtesy Notice of Upcoming Rent Increase

Dear [Tenant Name],

We are writing to provide you with an early courtesy notice regarding the rental rate for the commercial space you currently occupy at [Property Address].

Your current lease agreement is scheduled for review on [Date]. Due to [brief reason, e.g., rising operating costs/market adjustments], the monthly rent will be adjusted as follows:

- **Current Rent:** \$[Amount]
- **New Rent:** \$[Amount]
- **Effective Date:** [Date]

This early notification is intended to give you ample time to plan your budget for the upcoming period. All other terms and conditions of your existing lease agreement will remain in full force and effect.

We value your tenancy and the contribution your business makes to this property. A formal lease amendment/official notice will follow closer to the effective date. If you have any questions or wish to discuss the new terms, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]