

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

[Date]

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

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

Dear [Tenant Name],

We hope you are enjoying your stay at [Property Address]. We are writing to provide you with an early notice regarding a scheduled adjustment to your monthly rent.

To keep up with rising operating costs while minimizing the financial impact on our residents, we are implementing a gradual "Step-Up" rent increase over the next [Number] months. This approach is intended to give you ample time to plan your budget accordingly.

Your rent will increase in the following stages:

- **Current Rent:** \$[Amount]
- **Step 1 (Effective [Date]):** \$[New Amount 1]
- **Step 2 (Effective [Date]):** \$[New Amount 2]

All other terms and conditions of your existing lease agreement remain in full force and effect. If your current lease is set to expire before the final step, a new lease agreement reflecting these changes will be provided for your signature.

Please let us know if you intend to renew your lease under these terms by [Deadline Date].

If you have any questions regarding this schedule, please contact us at [Phone Number] or [Email]. We value your residency and thank you for your continued cooperation.

Sincerely,

[Landlord/Property Manager Signature]
[Printed Name]