

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address]

[Suite/Unit Number]

RE: Notice of Rent Escalation for Lease Agreement dated [Original Lease Date]

Dear [Tenant Name],

This letter serves as formal notification regarding a scheduled adjustment to your rent as per the escalation clause outlined in Section [Section Number] of your Lease Agreement.

Pursuant to the terms of your lease, your rent is subject to an annual increase based on [the Consumer Price Index (CPI) / a fixed percentage of X% / Operating Expense increases].

Please find the details of the adjustment below:

- **Current Monthly Rent:** \$[Amount]
- **Escalation Increase:** [Percentage or Calculation Method]
- **New Monthly Rent:** \$[New Amount]
- **Effective Date:** [Date]

Starting [Date], please update your records and payment systems to reflect the new monthly amount of \$[New Amount]. All other terms and conditions of your lease agreement remain in full force and effect.

If you have any questions regarding this adjustment or require further documentation, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Landlord/Company Name]

[Contact Information]