

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Dear [Tenant's Name],

I hope this letter finds you well. We appreciate having you as a tenant and value your continued occupancy in our property located at [Property Address].

In order to effectively manage the increasing costs associated with property maintenance and improvements, I am writing to inform you of a gradual rent increase that will take effect over the next [duration, e.g., 12 months].

Starting on [Effective Date], your monthly rent will increase from [Current Rent Amount] to [New Rent Amount]. This adjustment will be followed by further incremental increases as outlined below:

- On [Date #1], the rent will increase to [New Rent Amount #1]
- On [Date #2], the rent will increase to [New Rent Amount #2]
- On [Date #3], the rent will increase to [New Rent Amount #3]

We believe this approach will provide a reasonable adjustment while allowing you to plan accordingly. If you have any questions or concerns regarding this change, please do not hesitate to reach out to me directly.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]