

[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],

Subject: Notice of Progressive Rent Increase

I hope this message finds you well.

As per the terms of your lease agreement, I am writing to inform you of a scheduled increase in your rent. Beginning [Effective Date], your monthly rent will be increased from [Current Rent Amount] to [New Rent Amount].

This increase will take effect in the following phases:

1. From [Date] to [Date], the rent will be [Amount].
2. From [Date] to [Date], the rent will be [Amount].
3. From [Date] onward, the rent will be [Amount].

This decision has been made after careful consideration, and it is in line with the current market rates and rising property costs. Please feel free to reach out to me if you would like to discuss this change further. Thank you for your understanding, and I appreciate your continued tenancy.

Sincerely,

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