



**PROPERTY MANAGEMENT**  
COMPANY

[Delivery Date]

VIA EMAIL - [pm@email.com]

[Tenant Billing Contact Name]  
[Tenant DBA Name]  
[Tenant Address]  
[City, State ZIP]

**Re: 202X Operating Expense Budget for [Tenant DBA Name]  
Located at [Tenant Address, City, State]**

Dear [Tenant Billing Contact Name]:

The purpose of this letter is to provide you with the 202X Operating Expense Budget for [Tenant DBA Name]'s premises located at the above-referenced property.

Enclosed are the following materials for your review:

- **[Tenant DBA Name] Operating Expense Estimate for the period 01/01/202X through 12/31/202X.**

In accordance with the 202X Operating Expense Budget prepared by our office, your 202X Reimbursable Operating Expenses are projected to total \$\_\_\_\_\_ per month for the period 01/01/202X - 12/31/202X.

Our Accounting Department will be providing you with an updated statement in the near future, which will reflect the charges and credits detailed in this letter.

Please call me at (XXX) XXX-3000 if you have any questions, or if you need any additional information. Thank you!

Sincerely,

[Deliverer Name],  
[Deliverer Title]



**PROPERTY MANAGEMENT**  
COMPANY

[Tenant DBA Name]

[Tenant Address, City, State]

**202X**  
**OPERATING EXPENSE ESTIMATE**

<b>BUILDING EXPENSES</b>	<b>TOTAL EXPENSES</b>	<b>TENANT SHARE</b>
Property Taxes	35,544.96	10,663.49
Insurance	24,614.00	7,384.20
Utilities	0.00	0.00
Landscaping	5,990.00	1,797.00
Janitorial	7,608.00	2,282.40
Fire Protection	0.00	0.00
Security	0.00	0.00
Repairs & Maintenance	20,039.00	6,011.70
Direct Personnel Fee	0.00	0.00
Other Building Expenses	0.00	0.00
Accounting	3,450.00	1,200.00
Miscellaneous Office Expense	1,045.85	313.76
<b>Total</b>		<b>29,652.15</b>

**MONTHLY OPERATING EXPENSE ESTIMATE:**

**2,471.01**