



**PROPERTY MANAGEMENT**  
COMPANY

[Tenant Name & Suite Number]  
[DBA Name]  
[Tenant Address]  
[City, State ZIP]  
[Address To:]  
[email@addressto.com]

**RE: 202X COMMON AREA MAINTENANCE & REAL ESTATE TAX RECONCILIATION & 202X BUDGETED ESTIMATES**  
[Property Name/Property Address]

Dear Tenant:

Per your Lease agreement, the Tenant is responsible for paying its proportionate share of Common Area Maintenance & Real Estate Tax expenses for the above-referenced location. Now that the actual expenses for calendar year 202X have been determined, the Tenant's share of actual expenses shall be reconciled against the estimated amounts billed during the year 202X.

Enclosed please find the 202X Common Area Maintenance & Real Estate Tax reconciliation, resulting in a credit of (\$2,573.18), which will appear in your next statement. Please remit any balance due within thirty (30) days or apply any credit due to next month's rent payment.

In addition, the 202X budget has been completed and we have adjusted your monthly estimates per the terms of your Lease. As of **January 1, 202X** the monthly billings for CAM, Insurance, and RE Taxes are as follows. Please adjust the amount of your regular monthly payment accordingly.

Common Area Maintenance Estimates	
Insurance Estimates	
Tax Estimates	
Trash Estimates	

If you have any questions regarding this billing, please contact the property manager [Property Manager Name], at [email@propertymgr.com].

Sincerely,

[Your Company Name]

Encl.