

Date: [Date]

To: [Tenant Name]

Property Address: [Property Address/Suite Number]

Subject: Notice of Common Area Maintenance (CAM) Adjustment

Dear [Tenant Name],

This letter serves as formal notice regarding an adjustment to your Common Area Maintenance (CAM) charges as outlined in your lease agreement dated [Lease Start Date].

Following an annual review of operating expenses for the property, including [list examples: landscaping, security, utilities, repairs], there has been a change in the actual costs required to maintain the common areas.

Effective [**Effective Date**], your monthly CAM contribution will change as follows:

- **Current Monthly CAM:** \$[Current Amount]
- **New Monthly CAM:** \$[New Amount]
- **Total Monthly Payment (Rent + CAM):** \$[Total Amount]

Detailed documentation regarding the previous year's actual expenditures and the current year's budget is available for your review upon request.

Please update your records and adjust your payments starting with the period beginning [Effective Date]. All other terms and conditions of your lease remain in full effect.

If you have any questions regarding these adjustments, please contact [Contact Person/Department] at [Phone Number] or [Email].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Contact Information]