

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]

RE: Notice of Rent Increase - Operating Expense Adjustment

Dear [Tenant Name],

This letter serves as formal notice regarding an adjustment to your rent for the premises located at [Property Address].

Per the terms of your lease agreement dated [Lease Start Date], specifically Section [Section Number] regarding Operating Expense Adjustments (Pass-Throughs), your rent is being adjusted to reflect changes in the building's operating costs for the [Current Year/Period].

The adjustment is based on the following increases in operating expenses:

- Property Taxes: \$[Amount]
- Insurance: \$[Amount]
- Utilities and Maintenance: \$[Amount]
- Total Increase in Operating Costs: \$[Total Amount]

Based on your proportional share of [Percentage]%, your new monthly rent will be calculated as follows:

- Current Monthly Rent: \$[Current Amount]
- Operating Expense Adjustment: \$[Adjustment Amount]
- **New Monthly Rent: \$[New Total Amount]**

This increase will take effect on [Effective Date]. All payments made on or after this date should reflect the new amount.

Supporting documentation regarding these expenses is available for your review upon request at the management office. All other terms and conditions of your existing lease agreement remain in full force and effect.

Thank you for your continued residency.

Sincerely,

[Landlord/Manager Name]
[Property Management Company]
[Phone Number]
[Email Address]