

[Landlord/Property Management Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Tenant Name]
[Business Name]
[Suite/Address]
[City, State, Zip Code]

RE: Notice of Utility Cost Adjustment and Rent Increase

Dear [Tenant Name],

This letter serves as formal notice regarding an adjustment to your monthly rent due to a significant increase in utility operating expenses for the property located at [Property Address].

Per the terms of your lease agreement dated [Lease Start Date], specifically Section [Section Number] regarding [Operating Expenses/Common Area Maintenance], the Landlord is permitted to pass through increases in utility costs including [List utilities: e.g., electricity, water, gas, waste management].

Effective [Effective Date of Increase], your new monthly payment will be as follows:

- Current Base Rent: \$[Amount]
- Current Utility/CAM Reimbursement: \$[Amount]
- **New Total Monthly Amount: \$[Total Amount]**

This adjustment is necessary to reflect the actual costs of maintaining essential services at the premises. Please update your payment records accordingly to ensure the correct amount is submitted for your next billing cycle.

If you have any questions regarding these calculations or would like to review the utility expenditure statements, please contact our office at [Phone Number].

Thank you for your continued tenancy.

Sincerely,

[Signature]

[Printed Name]
[Title]