

[Date]

[Owner Name]  
[Owner Address]  
[City, State, Zip]

Re: Monthly Operating Statement - [Property Name/Address]

Dear [Owner Name],

Please find enclosed the Net Operating Income (NOI) statement for your property for the period ending [Date].

The summary for this period is as follows:

- **Total Operating Income:** \$[Amount]
- **Total Operating Expenses:** \$[Amount]
- **Net Operating Income:** \$[Amount]

This statement includes a detailed breakdown of all collected rents, miscellaneous income, and expenses incurred during the month. Your distribution for this period in the amount of \$[Amount] has been [processed via ACH / enclosed as a check].

If you have any questions regarding the specifics of this report or the performance of your property, please feel free to contact me directly.

Thank you for your continued partnership.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]