

Commercial Real Estate Performance Report

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are pleased to present you with the performance report for [Property Name/Portfolio Name] for the period ending [Date]. This report provides an overview of the key performance indicators and metrics that reflect the current status and overall health of the property.

1. Rent Collection

Total Rent Collected: \$[Amount]

Percentage of Rent Collected: [Percentage]%

2. Occupancy Rates

Total Square Footage: [Amount] sq ft

Occupied Square Footage: [Amount] sq ft

Occupancy Rate: [Percentage]%

3. Expenses

Total Operating Expenses: \$[Amount]

Net Operating Income: \$[Amount]

4. Market Analysis

Current Trends: [Brief overview of market trends]

5. Forecast & Projections

Expected Changes: [Brief overview of expected changes]

Thank you for trusting us with your commercial real estate investments. We look forward to discussing this report further and answering any questions you may have.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]