

Date: [Date of Issue]

Property Address: [Full Property Address]

Tenant Name(s): [Tenant Full Names]

Landlord/Company Name: [Landlord Name]

Annual Rent Receipt Summary

This letter serves as a formal summary of the total rent paid for the calendar year [Year].

Month	Payment Date	Amount Paid
January	[Date]	[\$[Amount]]
February	[Date]	[\$[Amount]]
March	[Date]	[\$[Amount]]
April	[Date]	[\$[Amount]]
May	[Date]	[\$[Amount]]
June	[Date]	[\$[Amount]]
July	[Date]	[\$[Amount]]
August	[Date]	[\$[Amount]]
September	[Date]	[\$[Amount]]
October	[Date]	[\$[Amount]]
November	[Date]	[\$[Amount]]
December	[Date]	[\$[Amount]]
TOTAL PAID		[\$[Total Annual Amount]]

Landlord Signature: _____

Date signed: [Date]

Contact Information:

[Phone Number]

[Email Address]