

Date: [Date of Issue]

Landlord/Lessor: [Company Name]
[Address Line 1]
[City, State, Zip Code]

Tenant/Lessee: [Company Name]
[Address Line 1]
[City, State, Zip Code]

ANNUAL RENT RECEIPT

Property Address: [Full Address of Leased Premise]

Payment Period: [Start Date] to [End Date]

This letter serves as formal acknowledgement and receipt of the total annual rent paid for the above-referenced commercial property.

Description	Amount Paid
Annual Base Rent	[\$0.00]
Operating Expenses/CAM (if applicable)	[\$0.00]
Property Taxes (if applicable)	[\$0.00]
TOTAL RECEIVED	[\$0.00]

Payment Method: [Check / Wire Transfer / ACH]

Reference Number: [Transaction ID or Check Number]

Thank you for your prompt payments throughout the year.

Sincerely,

[Signature]
[Printed Name]
[Title/Property Management]