

Date: [Insert Date]

To: [Landlord or Property Management Name]

Address: [Landlord Address]

City, State, Zip: [Landlord City, State, Zip]

Re: Annual Rent Payment for [Property Address/Unit Number]

Dear [Landlord Name],

Please find enclosed the comprehensive annual rent payment for the upcoming lease period effective from [Start Date] to [End Date].

As per our lease agreement, I am electing to pay the full annual amount in advance. The breakdown of the payment is as follows:

- **Monthly Rent Amount:** \$[Amount]
- **Total Number of Months:** [12]
- **Total Payment Enclosed:** \$[Total Amount]

The payment is being made via [Check/Money Order/Bank Transfer], Reference Number: [Insert Number if applicable].

Kindly acknowledge receipt of this payment and provide a formal written confirmation or receipt for my records. Please ensure that this amount is applied to the rent balance for the entire specified year so that no further monthly invoices are issued during this period.

If there are any adjustments to utilities or additional fees not covered by this base rent, please notify me in writing at your earliest convenience.

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]