

Date: [Current Date]
Property Address: [Rental Property Address]
Tenant Name(s): [Tenant Full Name(s)]

Annual Rent Receipt Summary

Dear [Tenant Name],

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

Month	Date Received	Payment Method	Amount Paid
January	[Date]	[Method]	[\$[Amount]]
February	[Date]	[Method]	[\$[Amount]]
March	[Date]	[Method]	[\$[Amount]]
April	[Date]	[Method]	[\$[Amount]]
May	[Date]	[Method]	[\$[Amount]]
June	[Date]	[Method]	[\$[Amount]]
July	[Date]	[Method]	[\$[Amount]]
August	[Date]	[Method]	[\$[Amount]]
September	[Date]	[Method]	[\$[Amount]]
October	[Date]	[Method]	[\$[Amount]]
November	[Date]	[Method]	[\$[Amount]]
December	[Date]	[Method]	[\$[Amount]]
Total Annual Rent Paid:			[\$[Total Amount]]

Landlord/Company Name: [Landlord Name]
Signature: _____
Contact Information: [Phone/Email]