

[Date]

[Leaseholder Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Annual Rent Paid Summary - [Year]

Dear [Leaseholder Name],

This letter serves as a formal summary of the total rent payments received for the property located at [Property Address] for the calendar year [Year].

Below is the breakdown of the payments recorded for the period of January 1, [Year] to December 31, [Year]:

- Total Annual Rent Due: \$[Amount]
- Total Annual Rent Paid: \$[Amount]
- Outstanding Balance (if any): \$[Amount]

This summary is provided for your personal records and may be used for tax purposes or proof of residency. Please note that this document reflects rent payments only and does not include separate utilities or maintenance fees unless specified in your lease agreement.

If you have any questions regarding this statement or believe there is a discrepancy in our records, please contact the management office at [Phone Number] or [Email Address].

Thank you for your continued residency.

Sincerely,

[Property Manager Name]

[Management Company Name]