

**Date:** [Current Date]

**Landlord/Property Manager:** [Name]

**Address:** [Address line 1], [City, State, Zip]

**Tenant Name(s):** [Tenant Full Name(s)]

**Rental Property Address:** [Full Address of Rental Unit]

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## **Subject: Annual Rent Receipt Summary for Calendar Year [Year]**

To Whom It May Concern,

This letter serves as an official statement of the total rent paid for the residential property located at the address mentioned above for the period of **January 1, [Year]** to **December 31, [Year]**.

### **Payment Summary:**

- **Total Monthly Rent Amount:** \$[Amount]
- **Total Number of Months Paid:** [Number]
- **Total Annual Rent Collected:** \$[Total Amount]

Our records indicate that the rent for this period was paid in full and there is currently a zero balance remaining for the specified calendar year.

If you require any further information or clarification regarding these payments, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., Landlord or Property Manager]