

Date: [Current Date]

Landlord Name: [Landlord Full Name]

Address: [Landlord Address]

Phone: [Landlord Phone Number]

Tenant Name: [Tenant Full Name]

Property Address: [Rented Property Address]

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

To Whom It May Concern,

This letter serves as a formal summary of the total rent paid by the tenant named above for the period starting January 1, [Year] and ending December 31, [Year].

The total amount received for the calendar year is as follows:

- **Total Monthly Rent Collected:** \$[Total Amount]
- **Number of Months Covered:** [Number of Months]
- **Other Charges (if applicable):** [List Utilities/Fees]

All payments were received in full for the specified period. This document may be used for tax filing or proof of residency purposes.

If you have any questions regarding this statement, please contact me at [Landlord Phone/Email].

Sincerely,

[Signature]

[Landlord Printed Name]