

[Property Management Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Property Address]
[Unit Number]
[City, State, Zip Code]

Subject: Annual Rent Payment Summary for [Year]

Dear [Tenant Name],

This letter provides a summary of the rent payments received for the property located at [Property Address] for the calendar year [Year]. This statement is for your personal records and may be useful for tax purposes.

Payment Summary:

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

Monthly Breakdown:

Month	Date Paid	Amount Paid
January	[Date]	[\$[Amount]]
February	[Date]	[\$[Amount]]
March	[Date]	[\$[Amount]]
April	[Date]	[\$[Amount]]
May	[Date]	[\$[Amount]]
June	[Date]	[\$[Amount]]
July	[Date]	[\$[Amount]]
August	[Date]	[\$[Amount]]
September	[Date]	[\$[Amount]]
October	[Date]	[\$[Amount]]
November	[Date]	[\$[Amount]]
December	[Date]	[\$[Amount]]

If you have any questions regarding this summary or notice any discrepancies, please contact our office at [Phone Number] or via email at [Email Address].

Thank you for being a valued tenant.

Sincerely,

[Property Manager Name]

[Property Management Company Name]