

Date: [Date of Issue]

Subject: Annual Rent Payment Record for [Year]

Tenant Information:

Name: [Tenant Name]

Property Address: [Full Property Address]

Landlord/Management Information:

Name: [Landlord or Company Name]

Contact Number: [Phone Number]

To whom it may concern,

This letter serves as an official record of rent payments received for the residential property mentioned above for the period beginning January 1, [Year] and ending December 31, [Year].

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

We confirm that the tenant currently has a balance of \$[Remaining Balance] and their account is [Current Status, e.g., in good standing].

Sincerely,

[Signature]

[Printed Name of Landlord/Manager]