

[Landlord or Property Management Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Annual Rent Payment Summary for [Year]

Dear [Tenant Name],

Please find below the summary of rent payments received for the calendar year [Year] regarding the property located at [Property Address].

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]]	

This statement is provided for your personal records or tax purposes. If you believe there is a discrepancy in these records, please contact us immediately at [Phone Number].

Thank you for your continued tenancy.

Sincerely,

[Signature]

[Printed Name]

[Title/Landlord]