

Date: [Current Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

# Year-End Rent Receipt Confirmation

Dear [Tenant Name],

This letter serves as a formal confirmation of the total rent paid for the calendar year [Year].

**Summary of Payments:**

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

This document can be used for your personal records or for tax filing purposes. Below is a monthly breakdown of payments received:

| 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 statement, please contact me at [Phone Number] or [Email Address].

Thank you,

[Landlord/Manager Signature]  
[Landlord/Manager Printed Name]  
[Company Name, if applicable]