

[Property Management Name/Landlord Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Subject: Annual Account Summary - [Year]

Dear [Tenant Name],

Please find enclosed your Annual Account Summary for the period of January 1, [Year], through December 31, [Year].

This statement provides a detailed ledger of all financial transactions related to your tenancy over the past year, including:

- Rent payments received
- Utility billings (if applicable)
- Maintenance charges or fees
- Current outstanding balance or credits

We provide this document for your personal records and for use in your tax preparation if necessary. Please review the attached ledger carefully. If you believe there is a discrepancy or if you have any questions regarding specific entries, please contact our office at [Phone Number] or [Email Address] by [Deadline Date].

Thank you for being a valued resident.

Sincerely,

[Signature]
[Printed Name]
[Title/Property Manager]