

[Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Mid-Lease Account Audit and Tenant Ledger Statement

Dear [Tenant Name],

As part of our standard property management procedures, we have recently completed a mid-lease audit of all tenant accounts. The purpose of this audit is to ensure that all records are accurate, payments have been correctly applied, and that your account is up to date.

Please find the enclosed Tenant Ledger, which provides a detailed breakdown of all charges and payments recorded on your account from [Start Date] to [End Date].

Current Account Summary:

- Total Charges: \$[Amount]
- Total Payments Received: \$[Amount]
- Current Balance: \$[Amount]

We kindly ask that you review the attached ledger. If you believe there are any discrepancies or if you have questions regarding a specific entry, please contact our office at [Phone Number] or [Email Address] by [Deadline Date].

If your records match ours and there is a zero balance, no further action is required on your part. If there is an outstanding balance, please remit payment as soon as possible to keep your account in good standing.

Thank you for your continued residency.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]