

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Monthly Tenant Ledger Statement - [Month, Year]

Dear [Tenant Name],

Please find enclosed your monthly tenant ledger statement for the period of [Start Date] to [End Date].

This statement provides a detailed summary of your account activity, including:

- Rent charges for the current month
- Any applicable utility or miscellaneous fees
- Payments received and applied to your account
- Your current outstanding balance

Current Balance Due: \$[Amount]

Due Date: [Date]

Please review the attached document carefully. If you have any questions regarding specific entries or if you believe there is a discrepancy, please contact the management office at [Phone Number] or [Email Address].

Thank you for your continued residency.

Sincerely,

[Property Manager Name]

[Management Company Name]