

[Date]

[Tenant Name]

[Unit Address]

[City, State, Zip Code]

RE: Request for Account History Ledger

Dear [Tenant Name],

Enclosed, please find the itemized account history ledger for your tenancy at [Property Address], as per your recent request.

This document provides a comprehensive record of all financial transactions associated with your account from [Start Date] to [End Date]. The ledger includes details regarding:

- Monthly rent charges
- Payments received and dates credited
- Security deposit status
- Any applicable late fees or utility billings
- Current outstanding balance (if any)

Please review this statement for your records. If you believe there is a discrepancy or if you have any questions regarding specific entries, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]