

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Property Address: [Insert Property Address]

Unit Number: [Insert Unit Number]

Subject: Confirmation of Zero Balance - Tenant Ledger

Dear [Insert Tenant Name],

This letter serves as official confirmation that your tenant account for the property located at [Insert Property Address] currently carries a zero (\$0.00) balance.

Attached to this letter, please find a copy of your final Tenant Ledger. This document provides a detailed record of all charges, credits, and payments applied to your account through [Insert End Date].

According to our records:

- All monthly rent obligations have been met.
- All utility charges and late fees have been paid in full.
- No outstanding balances or miscellaneous charges remain.

Please retain this letter and the attached ledger for your personal records as proof of payment and account closure.

If you have any questions regarding this statement, please contact the management office at [Insert Phone Number] or via email at [Insert Email Address].

Sincerely,

[Insert Name/Signature]

[Insert Job Title/Property Management Company Name]

Attachment: Tenant Ledger Statement