

Multi-Unit Billing Statement Review

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to provide you with a comprehensive review of the billing statements for your multi-unit properties for the period ending [Insert Date].

Below is a summary of the charges and payments related to each unit:

Unit Number	Description	Charges	Payments	Balance
[Unit 1]	[Description]	[Charges]	[Payments]	[Balance]
[Unit 2]	[Description]	[Charges]	[Payments]	[Balance]

If you have any questions or require further clarification regarding the billing statements, feel free to reach out to us at [Insert Contact Information]. We are here to assist you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]