

# Tenant Payment Details

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Property Address: [Insert Property Address]

## Payment Information

Payment Period	Amount Due	Payment Received	Payment Date	Balance
[Insert Payment Period]	[Insert Amount Due]	[Insert Payment Received]	[Insert Payment Date]	[Insert Balance]

## Notes:

[Insert any additional notes or reminders here]

Thank you for your prompt payment.

Sincerely,

[Your Name]

[Your Contact Information]