

Rental History Summary

Date: [Insert Date]

To Whom It May Concern,

This letter serves as a summary of the rental history of [Tenant's Full Name], who has been a tenant at [Current Address] from [Start Date] to [End Date].

Rental Details

- **Monthly Rent:** \$[Monthly Rent]
- **Security Deposit:** \$[Security Deposit]
- **Payment History:**
 - On-time payments: [Number of On-time Payments]
 - Late payments: [Number of Late Payments]

Property Condition

[Tenant's Full Name] has maintained the property in good condition, with no significant damages or issues reported during their tenancy.

Reason for Moving

The tenant is moving due to [Reason for Moving].

Should you require any further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company's Name]

[Your Company's Address]