

Tenancy Billing Summary

Tenant Name: [Tenant's Name]

Property Address: [Property Address]

Billing Period: [Start Date] to [End Date]

Charges

Description	Amount (PS)
Rent	[Rent Amount]
Utilities	[Utilities Amount]
Maintenance Fee	[Maintenance Amount]
Other Charges	[Other Charges]
Total Amount Due	[Total Amount]

Payment Information

Please make your payment by [Due Date] using the following methods:

- Bank Transfer: [Bank Details]
- Online Payment: [Payment Link]

If you have any questions regarding this billing summary, please do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]