

Rental Charges Overview

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are providing you with an overview of the rental charges for the property located at [Property Address]. Below are the details:

Charge Description	Amount
Monthly Rent	[\$Amount]
Utility Charges	[\$Amount]
Parking Fee	[\$Amount]
Late Payment Fee	[\$Amount]
Total Amount Due	[\$Total Amount]

Please ensure that the total amount is settled by the due date of [Insert Due Date]. If you have any questions or concerns, feel free to reach out.

Thank you,

[Your Name]

[Your Position]

[Company/Agency Name]

[Contact Information]