

Rental Payment Breakdown

Date: [Insert Date]

To: [Tenant's Name]

From: [Landlord's Name]

Property Address: [Property Address]

Payment Details

Description	Amount
Monthly Rent	#[Insert Amount]
Utilities (if included)	#[Insert Amount]
Maintenance Fees	#[Insert Amount]
Late Fee (if applicable)	#[Insert Amount]
Total Amount Due	#[Insert Total Amount]

Payment Instructions

Please make the payment by [Due Date]. Payments can be made via [Payment Method].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]