

# Rental Statement Explanation

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as an explanation of your rental statement for the period of [Insert Period]. Below are the details of your charges and payments.

## Rental Charges

- Monthly Rent: \$[Amount]
- Utilities: \$[Amount]
- Maintenance Fees: \$[Amount]

## Payments Received

- Rent Payment (Due [Due Date]): \$[Amount]
- Late Fee (if applicable): \$[Amount]

## Total Brought Forward

Total Charges: \$[Total Charges]

Total Payments: \$[Total Payments]

Balance Due: \$[Balance]

If you have any questions or require further clarification, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Property Management Name]

[Your Contact Information]