

[Date]

[Owner Name]

[Owner Address]

[City, State, Zip Code]

Subject: Important: Tax Documents for Your Rental Property

Dear [Owner Name],

As the tax season approaches, we are preparing the necessary financial documents for your rental property located at: **[Property Address]**.

To ensure you have everything needed for your tax filings, we will be providing you with the following documents by [Insert Date]:

- Form 1099-MISC (for total rental income received)
- Annual Property Cash Flow Statement
- Detailed Expense Report

Please log in to your owner portal at [Link/Website] to verify that your current mailing address and Taxpayer Identification Number (SSN or EIN) are correct. If there have been any changes to your contact information in the last year, please update them by [Deadline Date].

If you prefer to receive these documents via physical mail instead of the digital portal, please reply to this email or call our office at [Phone Number].

Thank you for choosing [Property Management Company Name].

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]