

[Property Management Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Owner Name]  
[Owner Address]  
[City, State, Zip Code]

**RE: Monthly Property Management Statement - [Month, Year]**

Dear [Owner Name],

Please find enclosed the monthly management statement for your property located at [Property Address] for the period of [Start Date] to [End Date].

This statement includes a detailed breakdown of:

- Total rental income collected.
- Itemized property expenses and repairs.
- Management fees.
- Net distribution amount.

Your net funds in the amount of \$[Amount] have been [sent via check / deposited via ACH] to your designated account.

Significant activity this month: [Optional: Note any major repairs or lease renewals here, or write "None"].

If you have any questions regarding this statement or your property's performance, please do not hesitate to contact our office.

Thank you for your continued partnership.

Sincerely,

[Manager Name]  
[Title]  
[Property Management Company Name]