

[Date]

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

Re: Monthly Property Statement - [Property Address/Reference Number]

Dear [Owner Name],

Please find enclosed the monthly property management statement for the period of [Start Date] to [End Date].

**Financial Summary:**

- Total Rental Income Collected: \$[Amount]
- Management Fees: \$[Amount]
- Maintenance/Repairs: \$[Amount]
- Other Expenses: \$[Amount]
- **Net Distribution Amount: \$[Amount]**

**Property Status Notes:**

[Insert notes regarding occupancy, upcoming lease renewals, or completed repairs here.]

The net funds have been [deposited into your nominated bank account / enclosed via check].

Detailed invoices for all expenses incurred during this period are attached for your records. If you have any questions regarding this statement, please contact our office at [Phone Number] or [Email Address].

Thank you for your continued trust in our services.

Sincerely,

[Agent Name]  
[Company Name]