

[Date]

[Owner Name]

[Owner Company Name]

[Mailing Address]

[City, State, Zip Code]

RE: Monthly Management Statement - [Month, Year]

Dear [Owner Name],

Please find enclosed the monthly management statement and financial reports for your commercial portfolio for the period ending [Date].

This report package includes the following:

- Executive Summary
- Income Statement (Profit & Loss)
- Rent Roll and Occupancy Status
- Accounts Receivable / Delinquency Report
- Detailed General Ledger

**Portfolio Highlights:**

[Insert brief summary of major repairs, new leases, or significant financial variances here].

Your owner distribution for this period in the amount of \$[Amount] has been processed via [ACH/Wire Transfer/Check] and should be reflected in your account by [Date].

Should you have any questions regarding these reports or the performance of your assets, please do not hesitate to contact me directly at [Phone Number] or [Email Address].

Thank you for the continued opportunity to manage your portfolio.

Sincerely,

[Manager Name]

[Title]

[Management Company Name]