

[Date]

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

RE: Monthly Management Report - [Property Name] - [Reporting Month/Year]

Dear [Owner Name],

Please find enclosed the monthly financial statement for [Property Name] for the period ending [Date].

The enclosed report includes the following documents:

- Executive Summary
- Income Statement (Profit & Loss)
- Balance Sheet
- Rent Roll
- Delinquency Report
- Maintenance and Capital Improvement Log

Monthly Highlights:

[Insert brief comments on occupancy, major repairs, or specific financial variances here.]

Your monthly owner distribution in the amount of \$[Amount] has been processed via [Direct Deposit/Check].

If you have any questions regarding these reports or the operations of the complex, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Management Company Name]