

[Date]

[Owner Name]

[Owner Address]

[City, State, Zip Code]

RE: Monthly Statement and Disbursement for [Property Address/Account Number]

Dear [Owner Name],

Please find enclosed the monthly owner statement and financial summary for the period of [Start Date] to [End Date].

The report includes details regarding:

- Total rental income collected
- Itemized property expenses and maintenance costs
- Management fees
- Net distribution amount

A disbursement in the amount of **[\$Amount]** has been initiated via [Payment Method: Check/ACH Transfer] and should be reflected in your account by [Expected Date].

All original invoices for repairs or services performed during this period are attached for your records. You may also access these documents through the online owner portal at any time.

If you have any questions regarding this statement or the management of your property, please feel free to contact me directly.

Sincerely,

[Your Name]

[Company Name]

[Phone Number]

[Email Address]