

[Date]

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

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

Dear [Owner Name],

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

This report includes a detailed breakdown of:

- Rental income received
- Property expenses and maintenance costs
- Management fees
- Net distribution amount

Your funds have been processed via [Direct Deposit/Check] and should be available in your account by [Date].

Property Updates:

[Insert brief notes on repairs, vacancies, or upcoming renewals here, or write "No major issues to report at this time."]

All original invoices for maintenance performed during this period are attached for your records. You can also access these documents anytime through the Online Owner Portal.

If you have any questions regarding this statement or your property's performance, please contact us at [Phone Number] or [Email Address].

Thank you for your continued trust in our management services.

Sincerely,

[Your Name/Property Manager Name]
[Company Name]