

[Date]

[Property Owner Name]

[Owner Address]

[City, State, Zip Code]

**RE: Monthly Financial Statement - [Month, Year]**

Dear [Property Owner Name],

Please find enclosed the financial statement for your property located at [Property Address] for the period ending [Month End Date].

This report includes a detailed breakdown of all income received and expenses incurred during the month. Below is a brief summary of the account activity:

- **Total Rental Income:** \$[Amount]
- **Total Operating Expenses:** \$[Amount]
- **Management Fees:** \$[Amount]
- **Net Distribution Amount:** \$[Amount]

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

If you have any questions regarding the specific line items in this report or require further clarification on any maintenance expenses, please do not hesitate to contact our office.

Thank you for your continued trust in our management services.

Sincerely,

[Manager Name]

[Company Name]

[Phone Number]

[Email Address]