

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

You have included extra money in your rent payment. Enclosed is a check for \$_____ to return the overpayment to you.

Please note that your monthly rent is «tenant_rent». The total due each month is «tenant_rent».

If you have any questions, please contact this office.

Thank you,

«mgmt_company»
Accounting Department