

[Your Company Letterhead]

[Date]

[Owner's Name]

[Owner's Address]

[City, State, ZIP]

Dear [Owner's Name],

Subject: Property Management Update for [Property Address]

I hope this letter finds you well.

I am writing to provide you with an update on the management of your property located at [Property Address]. Our team has been diligently working to ensure that your property remains in good condition and is generating optimal rental income.

****Property Status:****

- Current occupancy rate: [Percentage]%
- Average rent collected: \$[Amount]
- Maintenance updates: [Brief description of any maintenance or repairs completed or needed]

****Upcoming Activities:****

- [Any planned inspections, showings, or maintenance scheduled]
- [Notify about any upcoming changes in rental prices or policies]

****Financial Overview:****

Attached you will find the financial report for [Month/Year], detailing income and expenses related to your property.

Please feel free to reach out if you have any questions or would like to discuss further details regarding your property.

Thank you for entrusting us with the management of your property.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]