**Landlord/Property Manager Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**: | [Insert Landlord/Property Manager Name] | **Address**: | [Insert Address] |
| **Phone Number**: | [Insert Phone Number] | **Email**: | [Insert Email Address] |
| **Receipt Number**: | [Insert Receipt Number] | **Date of Issue**: | [Insert Date] |

**Tenant Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Tenant Name: | [Insert Tenant's Full Name] | **Rental Property Address**: | [Insert Property Address] |

**Payment Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rent Amount Paid:** | $[amount] | **Payment Date:** | [Insert Date Payment Received] |
| **Payment Method:** | [Cash/Check/Bank Transfer/Other] | **Payment Reference No.** | [Insert Ref No.] –if applicable |
| **Rent Period Covered:** | [Start Date]-[End Date] | **Late Fees (if any):** | $[amount] |
| **Total Amount Received:** | $[amount] |  |  |

**Acknowledgment of Payment**

I, [Insert Landlord/Property Manager Name], hereby acknowledge receipt of **$[Insert Total Amount]** from **[Insert Tenant's Name]** for the rental period **[Insert Start Date] to [Insert End Date]**.

**Signature of Landlord/Property Manager**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Date**: [Insert Date]

**Notes (Optional)**

[Insert additional details, e.g., breakdown of fees, advance payments, or pending balances.]