

1

UPLOAD FILE

2

MATCH FIELDS

3

CONFIRM STYLE

17	PropZip	Company, Business, C
18	TransBal	Company, Business, C
19	TransAmt	Company, Business, C
20	TransDescription	Company, Business, C
21	TransDate	Company, Business, C

Property Address

<PropertyAddress>#4
<PropCity>#5, <PropSt>#6 <PropZip>#7

Total Amount Due <TotDue>

Transaction Activity

Date	Transaction	Amount	Balance
<TransDate>#1	<TransDescription>#2	<TransAmt>#3	<TransBal>#4

We are here to help! Call (212) 555-1212

Important Messages

<ImportantMessages>#7

Acct #: <Acct#>

<BillName>
<BillAddress>
<BillCity>, <BillSt> <BillZip>



We R Rents
123 Main Street
AnyTown, NY 01120

Amount Due

Due By <DueDate> <TotAmtDue>

Make Payable: We R Rents

NOTE: a 5% Late Fee will be charged on payments received after the 5th of the month.

Please designate how you want us to apply any additional funds.

Additional Rent \$

Total Amount Enclosed: \$ _____

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