horizontal line**Office Rent Receipt**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received from: **[Tenant's Name / Business Name]**

Office Address: **[Office Address]**

Rental Period: **[Start Date] to [End Date]**

Amount Received: **$\_\_\_\_\_\_\_\_\_\_**

Payment Method: **[Cash / Check / Bank Transfer]**

Breakdown of Charges:

* **Rent Amount:** $\_\_\_\_\_\_\_\_\_\_
* **Utility Charges (if applicable):** $\_\_\_\_\_\_\_\_\_\_
* **Maintenance Fees (if applicable):** $\_\_\_\_\_\_\_\_\_\_
* **Other Charges (Specify):** $\_\_\_\_\_\_\_\_\_\_
* **Total:** $\_\_\_\_\_\_\_\_\_\_

Received by: **[Landlord's Name / Property Management Company]**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_