

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: _____