

Tenant Dispute Clarification

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Subject: Clarification of Dispute

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally address and clarify the ongoing dispute regarding [briefly describe the issue, e.g., "the late payment of rent for the month of October"].

To provide context, [explain your viewpoint and relevant events, e.g., "I made the necessary payment on October 5, 2023, as per our agreement"]. I have attached copies of [mention any supporting documents, e.g., "bank statements and payment receipts"] for your reference.

I believe there may be a misunderstanding regarding [mention any specific details, e.g., "the payment date and the agreed-upon terms"]. To resolve this amicably, I kindly request a review of the provided documentation and hope we can reach a mutual understanding.

Thank you for taking the time to address this matter. I look forward to your prompt response.

Sincerely,
[Your Name]