

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Property Management Company Name

Company Address

City, State, Zip Code

Subject: Complaint Regarding Service Charge

Dear [Property Manager's Name],

I am writing to formally express my concern regarding the recent service charge billed to my account for [month/year]. Upon reviewing the invoice, I noticed several discrepancies that I would like to bring to your attention.

Specifically, the charge of [insert amount] appears to be inconsistent with the agreed-upon terms outlined in our lease agreement. Additionally, I have not received a clear explanation of the services rendered that justify this charge.

I would appreciate it if you could provide a detailed breakdown of the service charge and clarify the reasons for the increase. I believe it is important to resolve this matter promptly to maintain a good landlord-tenant relationship.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]