

Adjustment Request for Shared Utility Bills

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment regarding our shared utility bills for the period of [Specify Period]. After reviewing the bills, I noticed some discrepancies that I believe warrant further discussion.

Specifically, I would like to address:

- Issue 1: [Describe the first issue]
- Issue 2: [Describe the second issue]
- Issue 3: [Describe the third issue]

I kindly ask for your cooperation in reviewing these issues and considering an adjustment to the current bills as they seem to be inaccurate. I believe that resolving these discrepancies will ensure that our shared expenses are fair and equitable.

Please let me know a convenient time for us to discuss this matter further. I appreciate your attention to this issue and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]