

# Letter of Clarification on Tenant Utility Billing Discrepancies

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to address the recent discrepancies noted in your utility billing for the month of [Insert Month/Year]. It has come to our attention that there are inconsistencies regarding the charges that have been applied to your account.

We take such matters seriously and have conducted a thorough review of your billing history. The findings are as follows:

- Charge for [Specify Utility] on [Date]: [Amount]
- Previous Charge for [Specify Utility] on [Date]: [Amount]
- Adjustment made on [Date]: [Amount]

We understand that this situation may cause confusion, and we are committed to resolving any misunderstandings. If you believe there has been an error, please provide documentation or further details regarding your claim so that we may investigate this further.

Thank you for your attention to this matter. We aim to resolve any discrepancies promptly and appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]