

# Request for Utility Fee Review

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request a review of the utility fees charged for my unit located at [Your Address]. I have noticed some discrepancies in the amounts billed over the past few months.

To provide some context, I have observed that my utility charges have significantly increased compared to previous billing periods without a clear explanation. I believe a review of these charges may be beneficial to ensure they accurately reflect my consumption.

Could we arrange a meeting or a phone call to discuss this matter further? I appreciate your attention to this request and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]