

Utility Bill Correction Notice

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 notify you of a discrepancy I have found in the utility bill for the period of [Insert Billing Period].

The details of the erroneous charges are as follows:

- Account Number: [Insert Account Number]
- Bill Amount: [Insert Incorrect Bill Amount]
- Correct Amount: [Insert Correct Bill Amount]
- Description of Error: [Provide details about the error]

I kindly request that you review the attached documentation supporting my claim and initiate the necessary corrections to the bill.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]