

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 an explanation regarding the utility bill for my apartment unit ([Your Apartment Number]) for the month of [Insert Month/Year].

Upon reviewing the bill, I noticed some discrepancies that I would appreciate clarification on, particularly concerning [specify the items or charges you want explanation for]. Understanding these charges will help me ensure that everything is accurate and fair.

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]