

# Utility Bill Adjustment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[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 inquire about the utility bill adjustments related to my rental application for the property located at [Property Address].

Upon reviewing the utility expenses, I have noticed some discrepancies that I believe warrant further discussion. I would appreciate it if you could provide clarification on the following items:

- [List specific discrepancies or questions]

Thank you for your attention to this matter. I look forward to your prompt response to help resolve these issues.

Best regards,

[Your Name]