

Letter of Request for Utility Bill Clarification

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 request clarification regarding the utility bills submitted as part of my rental application.

Upon reviewing the documents, I noticed some discrepancies that I would appreciate further explanation on. Specifically, I would like more details about [insert specific issues or questions about the utility bills].

Having clear information regarding these bills is crucial for my understanding and will assist in the rental process. I would be grateful if you could provide the needed clarification at your earliest convenience.

Thank you for your time and assistance. I look forward to your prompt reply.

Sincerely,

[Your Name]