

Utility Bill Error Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to inform you of an error I have encountered on the utility bill that was issued for the rental property located at [Rental Property Address].

Upon reviewing the charges, I noticed that [describe the specific error, e.g., "the water usage appears to be significantly higher than normal," or "the gas bill includes charges for services that were not utilized"]. This discrepancy has raised concerns, and I would appreciate your assistance in resolving this matter.

Could you please look into the issue or provide clarification regarding the charges? I look forward to your prompt response so we can rectify this situation as soon as possible.

Thank you for your attention to this matter.

Sincerely,

[Your Name]