

Utility Charges Dispute

Date: [Insert Date]

To,

[Landlord/Property Manager's Name]
[Property Management Company Name]
[Property Address]
[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally dispute some utility charges stated in my recent rental statement for the period of [insert period]. Upon reviewing the charges, I have identified discrepancies that I would like to address.

Specifically, the following charges appear to be inaccurate:

- [Description of Charge 1, Amount]
- [Description of Charge 2, Amount]
- [Description of Charge 3, Amount]

According to my records, the expected charges were [insert expected charges]. I have attached supporting documentation for your reference.

I kindly request your assistance in reviewing these charges and providing clarification. I believe that a resolution can be reached amicably, and I appreciate your prompt attention to this matter.

Thank you for your cooperation. I look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]