

# Rental Application Utility Expense Dispute Resolution

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

## Subject: Dispute Regarding Utility Expenses

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally address a dispute regarding the utility expenses billed for the period of [insert date range]. After reviewing my recent utility bills, I have noticed discrepancies that I believe warrant further discussion.

The specific issues I would like to address are as follows:

- [Describe the first issue]
- [Describe the second issue]
- [Describe any additional issues if necessary]

I appreciate your attention to this matter and am hopeful we can resolve these issues amicably. I am available for a meeting at your earliest convenience to discuss this further. Please feel free to reach me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]