

# Utility Payment Discrepancy Notice

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

Subject: Notice of Utility Payment Discrepancy

I hope this message finds you well. I am writing to formally address a discrepancy in the utility payments associated with my rental unit located at [Rental Property Address].

Upon reviewing my records, I have noticed an inconsistency in the amount billed for utilities from [Start Date] to [End Date]. The expected payment was [Expected Amount], whereas the billed amount was [Billed Amount].

I kindly request your assistance in resolving this issue at your earliest convenience. Please let me know how we can proceed to clarify and rectify this discrepancy.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]