

Utility Statement Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to bring to your attention an error I have noticed in my utility statement for the rental property located at [Rental Property Address].

The discrepancy pertains to [provide specific details about the error, e.g., incorrect charges, missing payments, etc.]. I kindly request a revision of the statement to accurately reflect the correct information.

Enclosed are copies of the relevant documents for your reference:

- [Document 1]
- [Document 2]
- [Document 3]

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to this issue.

Sincerely,

[Your Name]