

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Property Management Company Name]

[Property Management Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

I am writing to formally address discrepancies I have noticed in my recent billing statement for the property located at [Property Address]. Upon reviewing the charges, I found several discrepancies that I would like to discuss.

Specifically, the following issues have been identified:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Describe any additional discrepancies]

According to our lease agreement and previous communications, these charges appear to be incorrect. I kindly request a thorough review of my account and a prompt response regarding these issues.

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

Sincerely,

[Your Name]