

Appeal for Water Usage Surcharge Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord/Property Management Name]

[Landlord/Property Management Address]

[City, State, Zip Code]

Dear [Landlord/Property Management Name],

I hope this message finds you well. I am writing to formally appeal and seek clarification regarding the recent surcharge applied to my water usage for the month of [Insert Month/Year].

Upon reviewing my billing statement, I noticed an increase in the water charges that seems inconsistent with my typical usage. The details of the charges are as follows:

- Previous Month's Usage: [Insert Usage]
- Current Month's Usage: [Insert Usage]
- Total Amount Charged: [Insert Amount]

I believe there may have been an error or discrepancy that warrants further investigation. I kindly ask for a breakdown of the surcharge and any relevant information that led to this increase.

Thank you for your attention to this matter. I look forward to your prompt response and clarification regarding the water usage surcharge.

Sincerely,

[Your Name]