

Dispute Resolution Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Property Management Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Dispute Regarding Water Usage Surcharge

Dear [Recipient Name],

I am writing to formally dispute the water usage surcharge applied to my account for the month of [Insert Month/Year]. According to my understanding, the surcharge of [Insert Amount] does not accurately reflect my water usage.

I kindly request a detailed breakdown of the calculations that led to this charge, along with previous water usage data for comparison. As a tenant committed to responsible usage, I believe this charge is erroneous and warrants further review.

I would appreciate your prompt attention to this matter and look forward to resolving it amicably. Please let me know how we can proceed to address this dispute.

Thank you for your cooperation.

Sincerely,

[Your Name]