

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inquire about some discrepancies I have noticed regarding the rental fees for my unit ([Your Unit Number]) at [Property Address].

Upon reviewing my recent invoices, I observed that the rental fee charged for the month of [Month/Year] appears to be [mention the discrepancy, e.g., higher/lower] than what was agreed upon in our lease agreement.

I would appreciate it if you could provide clarification on this matter. Additionally, could you please send me a breakdown of the fees for this period? This information will help me address my concerns appropriately.

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

Sincerely,

[Your Name]