

Billing Error Adjustment Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 bring to your attention a discrepancy I have noticed in my recent rent payments.

Upon reviewing my records, I discovered that there was a billing error for the month of [Insert Month]. The amount charged of [Insert Amount Charged] does not match the agreed-upon rent of [Insert Agreed Rent Amount].

I kindly request that you review this matter and adjust my account accordingly. I appreciate your attention to this issue and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]