

# Tenant Notification for Unauthorized Charges

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

[Landlord/Property Manager's Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally notify you of unauthorized charges that have appeared in my account related to my tenancy at [Property Address]. Upon reviewing my statements, I have noticed the following charges that I believe warrant further discussion:

- [Description of Charge 1 - Amount - Date]
- [Description of Charge 2 - Amount - Date]
- [Description of Charge 3 - Amount - Date]

I kindly request a detailed explanation of these charges, as they do not appear to align with our rental agreement or previous communications. According to our lease, I am responsible for paying [specify agreed charges], and these additional fees seem to be incorrect.

Please provide clarification on these matters at your earliest convenience. I appreciate your attention to this issue and look forward to resolving it promptly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]