

# Rental Payment Dispute Letter

**Date:** [Insert Date]

**To:** [Landlord's Name]

**Address:** [Landlord's Address]

Dear [Landlord's Name],

I am writing to formally dispute the claim regarding my rental payment for the month of [Insert Month/Year]. My records indicate that I submitted my payment on [Insert Payment Date], and according to my calculations, the payment was made in full and on time.

However, I have received communication indicating that there is an outstanding balance of [Insert Amount]. I kindly request that you review your records to verify my payment status. I am more than willing to provide any documentation needed to clarify this situation.

Please let me know how we can resolve this matter promptly. I appreciate your attention to this issue and look forward to your response.

Thank you.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]