

Notification of Lease Misunderstanding

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address a misunderstanding regarding our lease agreement for [Property Address]. It has come to my attention that there may be discrepancies concerning [specific issue or clause].

To clarify, [explain the misunderstanding and your perspective]. I believe it is essential to resolve this matter promptly to ensure a smooth continuation of our agreement.

I would appreciate the opportunity to discuss this further. Please let me know your availability for a meeting or a call at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]