

Outstanding Rent Balance Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Subject: Dispute of Outstanding Rent Balance

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally dispute the outstanding rent balance stated in my account for the property located at [Property Address].

According to my records, the rent payments I have made are as follows:

- [Date] - [Amount]
- [Date] - [Amount]
- [Date] - [Amount]

Based on these payments, I believe that the outstanding balance of [Insert Amount] is not accurate. I kindly ask that you review your records and provide clarification regarding this discrepancy.

Please find attached copies of my payment receipts for your reference.

I appreciate your attention to this matter and look forward to resolving it promptly.

Thank you.

Sincerely,

[Your Name]