

Rent Arrears Correction Request

Date: [Insert Date]

To: [Property Manager's Name]
[Property Management Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to formally request a review and correction of the rent arrears listed on my account for the property located at [Property Address].

Upon reviewing my records, I noticed discrepancies in the rent payments reflected in my account. Specifically, I believe the following corrections are necessary:

- [Month/Year]: Incorrect Amount Charged - [Detail]
- [Month/Year]: Payment Not Acknowledged - [Detail]
- [Additional discrepancies as necessary]

I kindly ask you to re-evaluate my account and adjust it to accurately reflect my payment history. I have attached copies of my payment receipts for your reference.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]