

Rent Arrears Dispute Letter

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

From: [Your Name]

Tenant Address: [Your Address]

Dear [Landlord's Name],

I am writing to formally dispute the rent arrears listed in your recent correspondence dated [Insert Date of Correspondence]. According to my records, the outstanding amount is incorrect due to [briefly explain the reason, e.g., payments made, agreement terms, etc.].

To clarify, I have made the following payments:

- [Payment Amount] on [Payment Date]
- [Payment Amount] on [Payment Date]

I kindly request that you review your records and correct the alleged arrears. I am committed to maintaining a positive landlord-tenant relationship and wish to resolve this matter amicably.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]