

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Current Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Company Name]

[Address]

[City, State, ZIP Code]

Subject: Request for Investigation of Rent Arrears

Dear [Recipient's Name],

I am writing to request an investigation into the rent arrears currently associated with my account, [Your Account Number or Lease Agreement Number]. The purpose of this request is for audit purposes and to ensure that all records are accurate and up-to-date.

As of [specific date], I have noted discrepancies in the rent payment records that I believe require clarification. According to my records, my payments have been made on time, and I would like a detailed breakdown of any outstanding amounts, including dates and payment histories.

Please provide the requested information at your earliest convenience. I appreciate your assistance in resolving this matter swiftly.

Thank you for your attention to this issue.

Sincerely,

[Your Name]