

Water Bill Clarification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Landlord/Property Manager Name]

[Landlord/Property Management Company Name]

[Landlord Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager Name],

I hope this message finds you well. I am writing to seek clarification regarding the recent water bill for my unit ([Your Unit Number or Name]) dated [Bill Date].

Upon reviewing the bill, I noticed [describe the specific issue or question about the bill, e.g., an unusually high charge, inconsistency with previous bills, etc.]. I would appreciate it if you could provide further details regarding the charges and the billing process.

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

Sincerely,

[Your Name]