

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Dispute of Lease Charges

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally dispute certain charges referenced in my recent lease statement dated [insert date]. Upon reviewing the statement, I noted several discrepancies that I would like to address.

The charges in question are as follows:

- [Charge 1: Description and amount]
- [Charge 2: Description and amount]
- [Charge 3: Description and amount]

According to our lease agreement, [insert relevant clause or reasoning]. Based on this, I believe these charges are erroneous and should be corrected.

I kindly request a detailed breakdown and explanation for these charges. Additionally, if corrections are needed, I would appreciate your prompt action in resolving this matter.

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

Sincerely,

[Your Name]