

Subject: Rent Payment Mistake Notification

Dear [Tenant's Name],

I hope this message finds you well. I am writing to inform you of a discrepancy regarding your rent payment for the month of [Month/Year]. We have noticed that the payment amount of [Incorrect Amount] was received, instead of the expected amount of [Correct Amount].

We kindly ask you to review your records and verify this information. If there has been an error, please arrange to submit the remaining balance of [Outstanding Amount] at your earliest convenience.

If you believe this is an error on our part, please feel free to reach out to discuss this matter further.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Date]