

# Correction Request for Rent Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request a correction regarding my recent rent payment for the month of [Specify Month/Year].

Upon reviewing my financial records, I noticed that the payment made on [Payment Date] in the amount of [Incorrect Amount] was recorded incorrectly. The correct payment amount should be [Correct Amount]. I believe this discrepancy may have occurred due to [Brief Explanation of the Error, if applicable].

Please update your records to reflect this correction. I have attached copies of the payment confirmation and relevant documents for your reference.

Thank you for your attention to this matter. I appreciate your prompt response to ensure my records are accurate.

Sincerely,

[Your Name]

[Your Contact Information]