

# Notice of Rent Payment Discrepancy

**Date:** [Insert Date]

**From:** [Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

**To:** [Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy regarding your rent payment for the month of [Insert Month/Year]. It appears that the payment received on [Insert Payment Date] does not match the expected amount of [Insert Expected Amount].

According to our records, the payment made was for [Insert Actual Amount Received]. Please review your records and let me know if there have been any issues with the payment process.

If you believe this discrepancy is in error or if you have already addressed this issue, please respond by [Insert Response Deadline]. It is important that we resolve this matter promptly to avoid any late fees or further complications.

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

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Company Name, if applicable]