

# Rent Payment Correction Explanation

Date: [Insert Date]

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

**[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 address a discrepancy regarding my recent rent payment for the month of [insert month]. I noticed that the amount deducted from my account was different from the agreed-upon rental amount of [insert correct amount].

Upon reviewing my records, it appears that [brief explanation of the cause of the error, e.g., "there was an error in my bank processing" or "I misunderstood the updated rental rate"]. I sincerely apologize for any inconvenience this may have caused and would like to rectify the issue promptly.

To correct the payment, I will [explain the corrective action you will take, e.g., "send the outstanding balance of [insert amount] by [insert date]"]. Please let me know if you require any further information or documentation concerning this matter.

Thank you for your understanding and support. I appreciate your cooperation as we resolve this issue.

Sincerely,

[Your Name]