

# Rent Payment Correction Notification

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of a correction regarding your recent rent payment for the month of [Insert Month/Year].

It has come to our attention that there was an error in processing your payment. The amount received was [Insert Incorrect Amount], whereas the correct amount should have been [Insert Correct Amount].

Please review your records and ensure that the necessary adjustments are made at your earliest convenience. If you have any questions or require assistance, do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]