

Tenant Payment Dispute Letter

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 dispute the recent billing statement for my rental unit located at [Your Rental Address]. Upon reviewing the invoice dated [Invoice Date], I noticed several discrepancies that I believe require immediate attention.

Specifically, I have identified the following issues:

- Incorrect amount charged for [specific charge]
- Missing payment for [mention any payment made]
- Discrepancy in the utility charges for the month of [Month]

Attached to this letter are copies of my records and payment confirmations for your reference. I kindly request a detailed explanation of the charges listed in the invoice to resolve this issue quickly.

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

Sincerely,

[Your Name]