

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Dispute of Late Rent Payment

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally dispute the late rent payment notice I received for the month of [Month/Year]. According to my records, I submitted my rent payment of [Amount] on [Date], which is within the stipulated timeframe outlined in our lease agreement.

It is essential for me to clarify that I have kept all relevant documentation regarding this payment, including a payment confirmation and bank statements. I kindly request that you review these documents and adjust my rental account accordingly.

If there has been a misunderstanding or administrative error, I would appreciate your prompt attention to this matter to prevent any further issues.

Thank you for your cooperation. I look forward to resolving this issue swiftly.

Sincerely,

[Your Name]