

Tenant Payment Dispute for Unpaid Utilities

Date: [Insert Date]

[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 a charge regarding unpaid utilities for my rental unit located at [Your Address]. According to my records, I have made all necessary payments as per the lease agreement, and I believe there may be a mistake regarding the outstanding balance.

As of [Insert Date], I have paid the following utility bills:

- [Utility 1]: \$[Amount], Payment Date: [Date]
- [Utility 2]: \$[Amount], Payment Date: [Date]
- [Utility 3]: \$[Amount], Payment Date: [Date]

However, I received a notice stating that there are unpaid utilities totaling \$[Amount]. I kindly request a detailed breakdown of the charges, along with any relevant billing statements for my review.

Thank you for your attention to this matter. I look forward to your prompt response so we can resolve this issue amicably.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]