

Itemized Rental Charge Clarification

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 request clarification regarding the itemized rental charges listed in my recent statement dated [Insert Statement Date].

Below are the charges in question:

- Rent: \$[Amount]
- Utilities: \$[Amount]
- Maintenance Fees: \$[Amount]
- Other Charges: \$[Amount]

Could you please provide a detailed breakdown of the above charges, explaining any discrepancies or additional fees? This will help me better understand my responsibilities and ensure timely payment.

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

Sincerely,

[Your Name]