

Dispute Resolution Letter

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Subject: Lease Payment Dispute Resolution

Dear [Landlord's Name],

I am writing to formally address the ongoing dispute regarding my lease payment for the property located at [Property Address]. According to my records, the payment due on [Due Date] was [Amount], and I believe there may be a misunderstanding regarding this payment.

Despite my attempt to resolve this matter informally on [date of previous communication], we have not reached a satisfactory outcome, which has prompted me to document my concerns in this letter.

To ensure mutual understanding and resolve this issue, I propose the following steps:

- Review of payment history for the period of [specific months/years].
- A meeting to discuss and clarify any discrepancies.
- Agreement on a revised payment timeline if needed.

I appreciate your attention to this matter and hope to resolve this issue amicably. Please let me know a convenient time for you to discuss this further.

Thank you for your cooperation.

Sincerely,
[Your Name]