

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Landlord/Property Manager Name]
[Property Management Company]
[Landlord's Address]
[City, State, ZIP Code]

Dear [Landlord/Property Manager Name],

I hope this letter finds you well. I am writing regarding the recent rental property invoice dated [Invoice Date] for the unit at [Rental Property Address]. Upon reviewing the statement, I noticed a discrepancy concerning the billing for [briefly describe the specific charge, e.g., "utility fees" or "parking space"].

According to my records, the agreed-upon amount for this charge is [correct amount], whereas the invoice reflects a charge of [incorrect amount]. This appears to be an unintentional error, and I believe a simple adjustment would resolve the matter and ensure our records remain accurate.

I kindly ask that you review the attached documentation supporting the correct amount, and issue a corrected invoice reflecting the proper charge of [correct amount]. This will help maintain transparent and accurate records for both parties. Should you require any additional information or clarification, please do not hesitate to contact me.

Thank you very much for your attention to this matter and for your continued cooperation. I appreciate your prompt response to ensure the billing is adjusted accordingly. I look forward to your confirmation once the correction has been made.

Sincerely,
[Your Name]