

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Landlord or Property Management Name]
[Address]

RE: Notice of Payment Dispute and Ledger Discrepancy

Dear [Landlord/Property Manager Name],

I am writing to formally dispute the current balance shown on my tenant ledger for the property located at [Your Rental Address].

After reviewing the ledger provided on [Date of Ledger], I have identified the following discrepancies:

- [Description of Error 1: e.g., Missing payment from January 1st]
- [Description of Error 2: e.g., Incorrect late fee applied on March 15th]
- [Description of Error 3: e.g., Double charge for utilities]

Attached to this letter, please find supporting documentation to verify my claims, including [List attachments: e.g., bank statements, copies of checks, or digital receipts].

Based on my records, the corrected balance should be \$[Correct Amount]. I request that you review these documents and update my ledger accordingly.

Please provide a written confirmation and an updated ledger reflecting these corrections by [Date - usually 7-10 days].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosures: [List of attached documents]