

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name	Date	Return address: Company Address Line 1 Address Line 2 City, State Zip Code
Address Line		
City, State Zip Code		

Re: Disagreement - Disagree with a Bill, Rent Payment, or other Financial Issue

Dear :

I have received my {utility, rent, etc.} bill for {date}. While reviewing the bill, I discovered an error. You charged me \$ for {expense}. However, that is incorrect because {state reason}. Please correct this error and send me a corrected bill.

If you have any questions, please do not hesitate to contact me regarding this error.

Sincerely,

N A M E