

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

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

Subject: Rent Dispute

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally address a dispute regarding my rent payment for [Month/Year] due to [specific reason for the dispute, e.g., maintenance issues, overcharges, etc.].

[Provide a detailed explanation of the dispute, including any relevant dates, communications, and any agreements that were made.]

I kindly request your attention to this matter and propose the following resolution: [state your proposed resolution, e.g., reduction in rent, repairs needed, etc.].

Please respond to this letter by [specific date] so that we can resolve this issue amicably. I appreciate your cooperation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]