

Loan Error Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Dispute of Loan Error

Dear [Lender's Name],

I am writing to formally dispute an error in my loan account with your institution, account number [Insert Account Number]. I have recently reviewed my loan statements and discovered discrepancies that require your immediate attention.

The specific error is as follows:

- [Describe the error clearly, e.g., incorrect payment amount, missing payment, etc.]

According to my records, the accurate information is:

- [Provide the correct information or details as needed]

I kindly request that you investigate this matter and correct the error in my loan account. Please provide me with written confirmation of your findings and any adjustments made within [Specify Time Frame, e.g., 30 days].

Thank you for your prompt attention to this matter. Should you need any further information or documentation to assist in your investigation, please do not hesitate to contact me at the number listed above.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]