

Loan Information Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Request for Correction of Loan Information

Dear [Lender's Name],

I am writing to request a correction to the information related to my loan account, with the following details:

- Loan Account Number: [Insert Loan Number]
- Current Balance: [Incorrect Amount]
- Correct Balance: [Correct Amount]
- Issue Description: [Brief Description of Issue]

Attached are the relevant documents supporting my claim. I appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Name]