

Letter of Demand for Financial Obligation Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request clarification regarding a financial obligation pertaining to [specific details about the obligation, e.g., loan number, account number, etc.].

It has come to my attention that there are discrepancies/inconsistencies related to the terms, amount, and payment schedule associated with this obligation. In order to resolve this matter amicably, I kindly request the following information:

- Detailed statement of the account.
- Clarification of the interest rates applied.
- Payment history and remaining balance.
- Any other relevant documents or correspondence.

Please provide the requested information no later than [insert deadline, e.g., 14 days from the date of this letter]. Failure to respond adequately may compel me to pursue further action to protect my interests.

Thank you for your prompt attention to this matter. I look forward to your timely response.

Sincerely,

[Your Name]