

Grievance Letter Regarding Loan Service Issues

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Loan Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding the service I have received in relation to my loan account number [Account Number]. Despite my attempts to resolve this issue, I have faced ongoing challenges and inadequate support.

On [specific date], I [describe the specific issue, e.g., "submitted my application for a loan modification but have not received any communication since"]. The lack of timely responses and clear information has caused significant frustration and confusion.

Given the circumstances, I am requesting that this matter be addressed promptly. I hope to find a resolution that is satisfactory and restores my confidence in your services.

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

Sincerely,

[Your Name]