Student Loan Dispute Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to formally dispute the account balance of my student loan account with your office. My account number is [Account Number]. I have recently reviewed my account statements and noticed discrepancies that need to be addressed.

The current balance displayed on my record is [Incorrect Balance Amount], which does not align with my understanding and records of payments made. According to my records, I have made payments totaling [Total Payments Made], which lowers my balance to [Correct Balance Amount].

I request that you investigate this matter promptly and provide me with a detailed breakdown of my account balance, including all payments and any interest accrued. Understanding the full details will help clarify this situation and resolve any errors.

Please contact me at your earliest convenience to discuss this matter further. I appreciate your attention to this urgent issue and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]