

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Loan Officer's Name  
Bank/Loan Company Name  
Bank Address  
City, State, Zip Code

Dear [Loan Officer's Name],

I am writing to formally express my concern regarding an inconsistency I have observed in my loan agreement (Loan Account Number: [Your Loan Number]). Despite my understanding of the terms laid out during our initial discussion, I have noted discrepancies in the documentation provided.

Specifically, the points of inconsistency include:

- [Describe specific inconsistency 1]
- [Describe specific inconsistency 2]
- [Describe specific inconsistency 3]

These discrepancies have caused confusion and concern regarding my financial obligations. I kindly request that you review my case and provide clarification on these matters at your earliest convenience. I look forward to your prompt response so we can resolve this issue amicably.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]