

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

[Lender's Name]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to request clarification regarding some discrepancies I have noticed in the loan terms associated with my loan [Loan Number/Account ID].

Specifically, I would like to address the following points:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Any additional discrepancies]

I would appreciate it if you could provide clarification on these matters at your earliest convenience. Understanding these terms is crucial for my financial planning and obligations.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]