

Loan Account Correction Request

Date: [Insert Date]

To,
[Bank Name]
[Branch Name]
[Branch Address]

Subject: Request for Correction in Loan Account Details

Dear [Bank Manager's Name],

I am writing to formally request a correction in my loan account details. My loan account number is [Loan Account Number]. Upon reviewing my account statements, I noticed the following discrepancies:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Add more discrepancies if needed]

I kindly request that you investigate these issues and make the necessary corrections at your earliest convenience. Enclosed are copies of relevant documents to assist in your review.

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

Sincerely,
[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]