

Mortgage Loan Balance Correction Request

[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 am writing to formally request a review and correction of the balance on my mortgage loan account number [Your Account Number]. Upon reviewing my recent statements, I have identified a discrepancy that I believe requires your urgent attention.

According to my records, the current balance should be [Correct Balance], whereas the statement indicates a balance of [Incorrect Balance]. This discrepancy has caused confusion and potential issues with my financial planning.

I kindly ask that you investigate this matter and provide a corrected statement reflecting the accurate balance. I am enclosing copies of relevant documentation to support my claim.

Please contact me at your earliest convenience to discuss this matter further. I appreciate your prompt attention to this issue.

Thank you for your assistance.

Sincerely,

[Your Name]