

# Loan Dispute Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Acknowledgment of Loan Dispute

I am writing to formally acknowledge receipt of your notification regarding the dispute related to Loan Account Number [Insert Loan Account Number]. We understand that you have raised concerns regarding [briefly describe the nature of the dispute].

Please be assured that we take such matters seriously and will conduct a thorough review of your concerns. We will investigate the situation and aim to provide you with a response within [insert time frame, e.g., 30 days].

If you have any further information or documentation that you believe would assist us in our investigation, please do not hesitate to send it to us at your earliest convenience.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Title]

[Company Name]