

Appliance Finance Balance Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a balance adjustment on my appliance finance account (Account Number: [Your Account Number]). Due to [briefly explain the reason for the balance adjustment request, e.g., an overpayment, billing error, hardship, etc.], I believe that an adjustment is warranted.

I have attached all relevant documents supporting my request, including [any supporting documents, e.g., payment receipts, correspondence, statements, etc.].

I would greatly appreciate your prompt attention to this matter. Please let me know if you require any further information or documentation to process my request. I look forward to your timely response.

Thank you for addressing my request.

Sincerely,

[Your Name]