

Loan Account Error Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to address an error I have noticed in my loan account (Account Number: [Insert Account Number]). Upon reviewing my recent statements, I discovered an inconsistency regarding [describe the nature of the error].

Details of the error:

- Date of transaction: [Insert Date]
- Amount: [Insert Amount]
- Description of issue: [Briefly describe the issue]

I kindly request a thorough investigation into this matter and a resolution to correct the error. Please inform me of the steps you will take to resolve this issue and the expected timeframe.

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

Sincerely,

[Your Name]