Loan Discrepancy Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally inquire about a discrepancy I have noticed regarding my loan account, number [Loan Account Number]. After reviewing my statements and payment records, it appears that [describe the discrepancy in detail].

I would appreciate it if you could provide clarification on this matter at your earliest convenience. Additionally, please let me know if there are any actions I need to take to resolve this issue.

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

Best regards,

[Your Name]