Loan Statement Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name or Customer Service],

I am writing to formally request a correction to my loan statement for account number [Insert Loan Account Number]. Upon reviewing my recent statement dated [Insert Statement Date], I noticed the following discrepancies:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Describe any additional discrepancies]

I kindly ask that you review the necessary documents and provide me with a corrected statement at your earliest convenience. If you require any further information or documentation from my side, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]