

Loan Document Correction Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Title]

[Lender's Institution Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a correction to the loan documents for our business loan [Loan Number] dated [Loan Date].

Upon reviewing the documents, I noticed the following discrepancies:

- [Describe the first discrepancy]
- [Describe the second discrepancy]
- [Add more items as necessary]

To ensure accurate records, I kindly request that these corrections be made at your earliest convenience. Enclosed are copies of the documents highlighting the areas that need revision.

Thank you for your attention to this matter. Should you require any further information or documentation, please do not hesitate to contact me.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Business Name]