

# Letter of Clarification Regarding Revolving Loan Account Statements

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Bank/Institution Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to seek clarification regarding the statements I have been receiving for my revolving loan account number [Account Number]. I have noticed some discrepancies in the recent statements that I would like to address.

Specifically, on the statement dated [Insert Date], I observed the following issues:

1. [Detail the first issue]
2. [Detail the second issue]
3. [Add any additional issues as necessary]

For my records and peace of mind, I kindly request a detailed explanation of these discrepancies. Additionally, if there are any adjustments that need to be made, please let me know the process to rectify these issues.

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

Sincerely,  
[Your Name]