

Subject: Concern Regarding Charges on Revolving Loan Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Bank/Institution's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding the recent charges applied to my revolving loan account (Account Number: [Insert Account Number]).

Upon reviewing my account statements, I noticed several charges that appear to be inconsistent with the terms outlined in our agreement. Specifically, I am referring to [briefly describe the specific charges in question].

As a valued customer, I would appreciate your prompt attention to this matter. I kindly request a clarification on these charges and any necessary adjustments to my account.

Thank you for your assistance in resolving this issue. I look forward to your prompt response.

Sincerely,

[Your Name]