

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Request for Clarification on Disputed Loan Balance

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request clarification regarding my loan account number [Loan Account Number] with your institution. I recently reviewed my loan statements and noticed a discrepancy that I believe warrants further explanation.

Specifically, I would like to discuss the following items:

- Disputed Amount: [Disputed Amount]
- Date of Discrepancy: [Date]
- Details of Discrepancy: [Brief Explanation]

Understanding the nature and reason for this discrepancy is important to me, and I appreciate your assistance in resolving this matter as promptly as possible. Please send me the relevant documentation and any other information that will help clarify the disputed balance.

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

Sincerely,

[Your Name]