

Demand for Resolution of Loan Balance Discrepancy

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],

I am writing to formally address and demand resolution regarding a discrepancy in the outstanding balance of my loan account, number [Insert Loan Number]. Upon reviewing my records, I have identified an inconsistency that requires your immediate attention.

According to my calculations and documentation, the current balance reflected on your records stands at [Insert Incorrect Amount], whereas the correct balance should be [Insert Correct Amount]. This discrepancy has caused significant confusion and concern on my part.

I kindly request a detailed statement outlining the transactions and calculations leading to this outstanding balance. Additionally, I urge you to rectify this error within [Insert Time Frame, e.g., 30 days] from the date of this letter.

Please consider this letter as my official demand for resolution. Should this issue not be settled promptly, I will be compelled to pursue further action to protect my rights.

Thank you for your immediate attention to this matter. I look forward to your prompt reply and a resolution to this issue.

Sincerely,

[Your Name]