

Request for Detailed Statement on Loan Balance Dispute

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 Contact Name],

I am writing to formally request a detailed statement regarding my loan account, specifically concerning the balance dispute I have noted as of [Insert Date of Dispute].

My loan account number is [Insert Loan Account Number]. I believe there may be discrepancies in the current balance due to [briefly explain the reason for dispute].

Please provide a detailed statement that includes all transactions, payments made, fees applied, and interest calculations related to my loan account.

I appreciate your attention to this matter and look forward to your prompt response within [insert reasonable time frame, e.g., 30 days].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]