

# Loan Service Fee Clarification Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to seek clarification regarding the service fees associated with my loan account [Loan Account Number].

Upon reviewing my loan statement, I noticed a fee labeled as [specify fee] that I do not fully understand. I would appreciate it if you could outline the nature of this fee, the reason for its assessment, and whether it is a one-time charge or recurring in nature.

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

Sincerely,

[Your Name]