

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

To:

Loan Service Provider Name

Company Address

City, State, Zip Code

Subject: Dispute of Loan Service Fee

Dear [Loan Service Provider's Name],

I am writing to formally dispute the service fee charged to my loan account (Account Number: [Your Account Number]) on [Date of Charge]. The fee of [Amount] appears to be incorrect as I was not informed of this charge during the loan agreement process.

According to the terms laid out in our agreement, any fees must be disclosed prior to charging. I kindly request that you review this charge and provide an explanation or supporting documentation justifying the service fee.

If this is a billing error, I would appreciate a prompt correction and reversal of the charge. Please contact me at your earliest convenience to discuss this matter further. I look forward to your reply regarding this dispute.

Thank you for your attention to this matter.

Sincerely,

[Your Name]